**Desktop Publishing /Microsoft Word**

**J. Bruce Llewellyn**

**Filename: Bruce**

1. Double click on **Microsoft Word**.
2. When **Word** is opened, press the **tab** key.
3. **Type** the following paragraphs.

Allow the computer to “**word-wrap**”

(Do not press Enter at the end of each line).

Press Enter only at end of paragraph.

1. **Tab all paragraphs.**

J. Bruce Llewellyn is an entrepreneur with a business record that matches his stature. Among several other businesses, Llewellyn owns the Philadelphia Coca-Cola Bottling Co., the third largest African American owned company in America.

The son of Jamaican immigrants, Llewellyn grew up working in his father’s restaurant in White Plains, New York. He joined the army at age sixteen, and then used his severance pay four years later to open a liquor store in Harlem and to finance his education. He received a degree in public administration from New York University, a Master’s degree in Business Administration from Columbia University, and law degree from the New York Law School.

In 1978 President Jimmy Carter asked Llewellyn to be Secretary of the Army, but he turned it down because the position did not involve business. He accepted Carter’s second offer to join the Overseas Private Investment Corporation, though. This position gave him the opportunity to negotiate with foreign ministers and heads of state on large-scale investment projects.

Llewellyn teamed up with basketball star “Dr.” Julius Erving and entertainer Bill Cosby to purchase one-third of the Coca-Cola Bottling Company of New York in 1983. In 1985 Llewellyn, Erving, and Cosby sold the New York Coca-Cola shares and purchased the entire Philadelphia Coca-Cola Bottling Company, which flourished under Llewellyn’s charge.

Friends and associates credit the success of J. Bruce Llewellyn to his intelligence, his upbeat attitude, and his entrepreneurial knack of being able to organize business.

**When finished:**

1. Click on the **Office Button**, then **Save As**
2. Choose **My documents** or your **flashdrive**.
3. In the “File Name” box, type **Bruce** **Newspaper**
4. Click on the **Save** Button.

**Formatting In a Newspaper Style**

* + - 1. **Run the Spelling & Grammar Check**

Under the **Review** tab, click on **Spelling & Grammar**

2. **Change the Margins**

a) Click on **Page Layout**, then **Margins**, then **Custom Margins**…

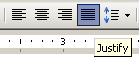
1. Change **Top** & **Bottom** **to 1.5**”
2. Change **Left & Right to 0.8**”
3. Click **Ok**

3. **Change Font & Size**

1. Click on the **Home** tab
2. In the **Editing** box to the far right, click **Select**, then **Select All**
3. Change Font to **Bookman Old Style**
4. Change Size to **12**

4. **Click on Justify button** (make sure you have all of your text selected)

*(This will make your columns’ edges “smooth’)*

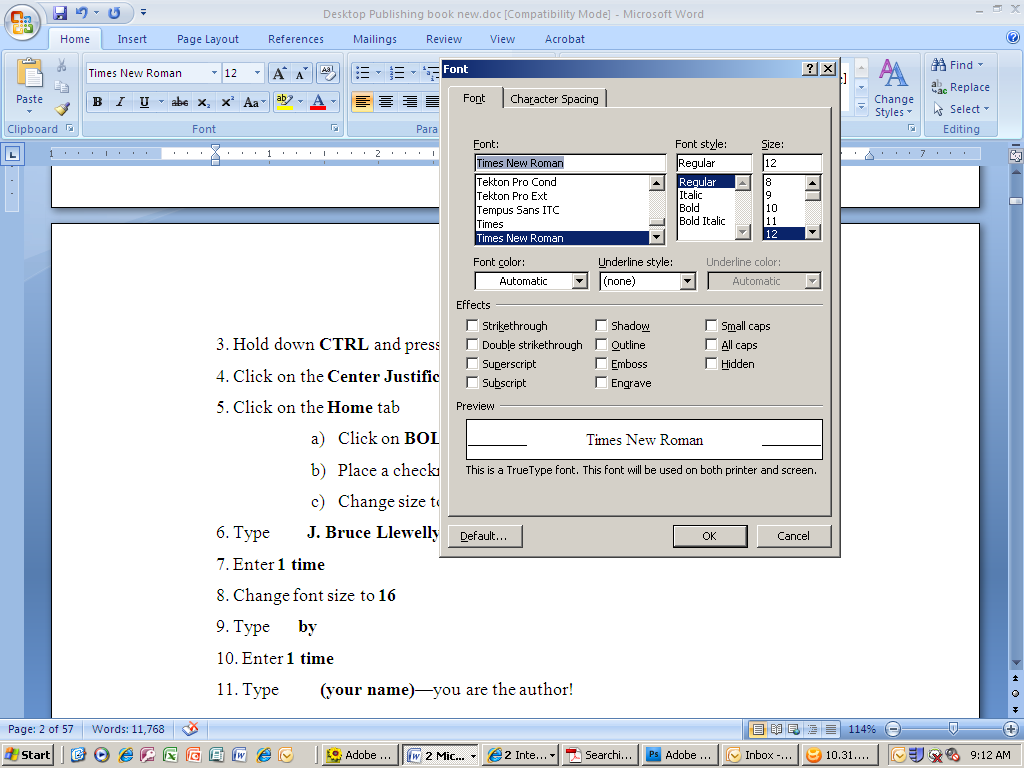


**Now, Let’s Add A Title!**

1. Hold down the **CTRL** key and press the **HOME** key (near the delete key) (*This takes cursor to the VERY top!*)

2. Press **Enter** 1 time

3. Hold down **CTRL** and press **Home** key again

4. Click on the **Center Justification** button *(to center text)*

5. Click on the **Home** tab

1. Click on **BOLD**
2. **Go to Font** section and click on bottom   
    square to bring up menu
3. Place a checkmark beside **Small Caps**
4. Change size to **18**

6. Type **J. Bruce Llewellyn’s** **Success Story**

7. Enter **1 time**

8. Change font size to **16**

9. Type **by**

10. Enter **1 time**

11. Type **(your name)—**you are the author!

**Creating Columns**

**\*\***Place the cursor at the article’s **first word** (**Not in the Title**) \*\*

1. Click on the **Page Layout** tab, then click **columns** then **More Columns**
2. Select **Three**
3. Change the “**Apply to**” box to **This point Forward**
4. Change “**spacing**” to **0.3**”
5. Click **Ok**
6. Make sure your **1st paragraph** is still indented (1 tab)

**Adding a Graphic**

1. Place your cursor in the **first column** at the **end** of the first paragraph.
2. Minimize **Word**.
3. Go into Internet Explorer and find a photo of **Bruce Llewellyn.**
4. **Copy** his photo by **right clicking** on his photo and selecting **copy**.

5. Go back into your Word document.

6. **Right click** with your mouse and select **paste.**

The picture will appear on your screen and is way too large! You will need to follow the next few steps in order to make it the appropriate size. If you still do not see it, go to **View, Toolbars, Picture toolbar**

**Wrapping Text around the Graphic**

1. Click on the **format** heading or double click on the graphic
2. Then click on the **Text Wrapping** icon
3. Select **Square**

**Resizing and moving the picture**

Notice (**The little white squares that appear around the picture**.) This means that the graphic is selected and we may change the size.

1. Move your mouse over the square in the bottom, right corner. **The cursor changes to a double-headed arrow**.
2. Click and drag so that the picture fits in part of the first column
3. You may have to **Move** the picture so that it is placed at the bottom of the first paragraph. (Look at the example for guidance!)

\*\*To move a picture, click on the middle of the graphic and drag to the proper location. This may get a little frustrating. Just take your time and “play” with it until you get the results you get looking for!

**Print Preview & Printing**

1. Click on the **Office Button**, then print **Preview**

Take a look at the new document before printing.

1. **Either** click on close to return to document or **print** from preview screen

**Desktop Publishing/Microsoft Word**

**Music Galore Poster**

Filename: Music Galore

You have already had exposure to a word processing program, typing letters, reports and other documents. Part of our goal in this class is to expose you to more advanced features of word processing. Desktop publishing allows you to create many types of documents. Letterheads, flyers, brochures and newsletters are just a few of your options. After creating this document you will have received a review of some features, as well as, an introduction to some new aspects of a word processing program.

**Page Setup**

1. Double click on **Microsoft Word**.

2. Click on the **Page Layout** tab.

3. Click on the **Margins** tab.   
 Set the **top** and **bottom** margins to **1.5’’** and the **left** and **right** margins to **1’’**

4. Click **Orientation** and change it to **Landscape**. (The paper will now look sideways.)

**Change Font, Size and Alignment**

1. Changethe **font to Comic sans Ms** and the size to **28.**
2. Click on the **center** icon to change the **alignment** from left to center.

3. Type: **For the hottest music at the best prices** *(press Enter)*

**Come to the one place for music… (***press Enter)*

**Adding WordArt**

1. Click on the **Insert** tab, then **WordArt**.
2. Notice the many options available for WordArt. Look for one that looks like a wave and click on it.
3. Click **Ok**.
4. Once in the **Edit WordArt Text** window notice your options. In this window you have the ability to change the font, the size, and add bold and Italics. In the “text” window type **Music Galore**.
5. Change the font to **Comic Sans Ms** and the size to **40**.
6. Click the **‘B’** to apply bold. Press **OK**/

You will see **‘Music Galore’** appear on your document with the shape you chose.

You will see the **Word Art toolbar** now on your screen. Point your mouse over each icon to examine the options available to change your WordArt.

1. Click on the **Text Wrap box** and change **Music Galore** to **In Front of Text**

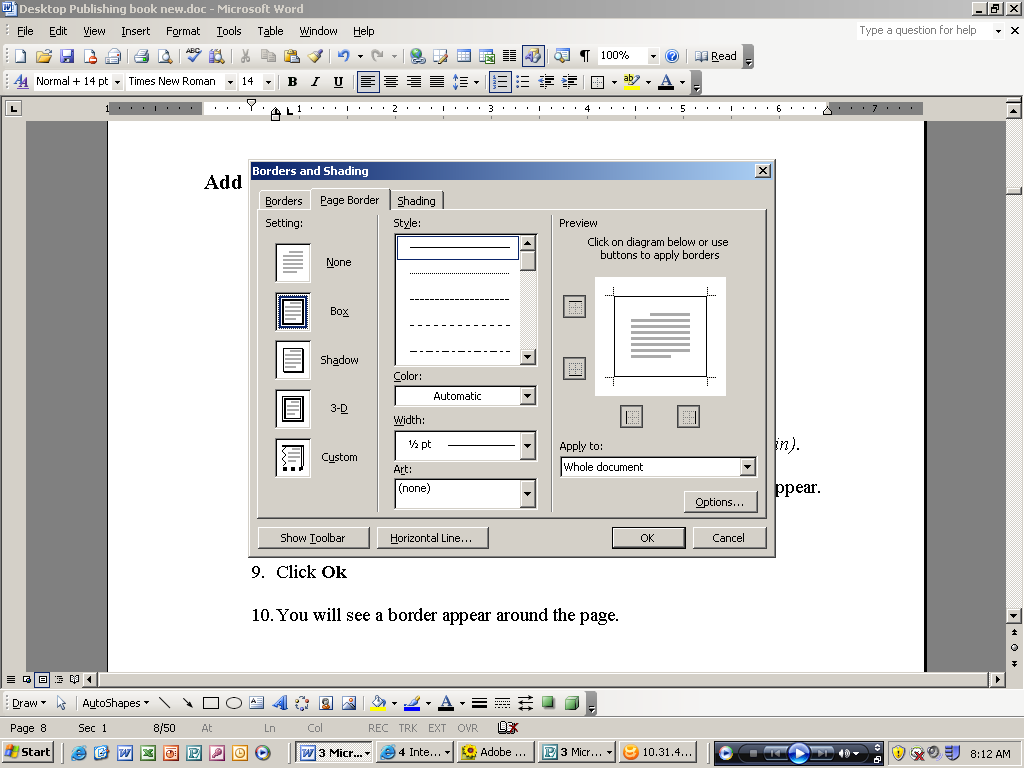


1. Right click and choose **Format WordArt**
2. Click on the **Colors and Lines** Tab. Change the **Fill** colors to any other color.

10. Click **close** when you are finished.

**Add a Border around the Page**

1. Click off the **WordArt** box to remove the black handles.
2. Click on the **Page Layout** tab
3. Click on the **Page Borders** (make sure you don’t choose just **Borders** **tab)**



1. Notice the three sections: **Setting**, **Style**, **Preview**.
2. Under **Setting** click on the picture beside “Style
3. Under **Style** scroll down and click on the double line *(thick over thin).*
4. Look on the **Preview** section; you will notice how the border will appear.
5. Under **Color**, change to another color. (think about color schemes)
6. Click **Ok**
7. You will see a border appear around the page.

**Adding More Text to your Brochure**

1. Click somewhere underneath the **WordArt**.
2. Press **Enter** 1or 2 times.
3. Your **WordArt** box **will also move down**. That is **OK** because you will move it later.
4. The cursor should already be **centered**. If not, click on the **Center Alignment button.**
5. Click on the **Home** tab. Change your font to **Impact** and size to **22**
6. Click on **Bold**.
7. Type the Following: **449 North King Street**

**Lancaster, PA 17601**

**(717)399-5558)**

1. Press **Enter** 1 or 2 times.
2. Once again you need to change your font.  
   Change it to **Courier New** and the size to **20**.
3. Type the following in **all capital letters.**

**BRING THIS FLYER TO OUR STORE BETWEEN JUNE 3-13 AND RECEIVE 10% OFF OUR ALREADY LOW PRICES!**

1. **Click and drag** over the information you just typed so that the entire sentence is highlighted.
2. **Change** the **color**. (Pick a different color to match your color scheme in your poster. Remember, no more than **three** different colors so it looks like it all blends together!!!!!)

**To Move the WordArt Box**

1. Point to your WordArt (**Music Galore**) and click once on it. This places   
   “handles” around it.
2. When you point to the WordArt, your arrow turns into a four-pointed arrow.
3. Point to your WordArt, **HOLD** down your left mouse button, and then move the mouse.
4. You will see the **IMAGE** of the WordArt move around. **Center** it under the first statement as shown below.

**For the hottest music and the coolest prices**

**Come to the one place for music….**

You want to have **white space** ( which is empty space) above and below the WordArt. This “**White** **Space**” is important in designing posters.

**Adding Graphics and Your Name**

1. Use **WordArt** again and be creative. Put your **first and last name at the bottom right** of your paper….make it **small** so it does not interfere with your poster.
2. Add **2 graphics** that would enhance the sign and again, be creative as to where you place it.
   1. Make it “**color coordinated**” so the colors in your graphics blend well with your text and word art!!!!!
   2. **Double-click** on each graphic, select **Text-Wrapping** and choose **In Front of Text ….DO NOT *Square* IT…**it will not allow you to center your text properly if you do.
   3. **Think of where you place the graphics….”white space”, large enough, colors?**

**Saving your document**

*Please save your documents frequently to avoid losing your work*.

1. Click on the **Office Button**, then **Save**.
2. Type the document's name (this file is called **Music Galore**)

**Preview your Document before Printing**

1. Click on the **Office Button** then click on **Print Preview**.
2. You may have to change the **Zoom** to be a large or smaller size in order to see your work.
3. Your text should be **spaced evenly** on your page. The same amount of **“white space**” should appear before your first statement and after your last. If you need to add or delete enters, do so.
4. If you think that everything looks as it should (you have followed directions, centered your text and **WordArt**, etc.)Then you are ready to print.

However, if you feel that you should like to make some changes you should do so before printing.

**To Make Changes to Your Document**

1. Click on the **Close** button on the **Preview** toolbar.

**Print Your Document**

1. Click on the **Office Button** then **Print**.
2. Click on **OK**

**Desktop Publishing/Microsoft Word**

**Creating a Menu**

**Filename: Menu**

In this task, you will be creating a menu for a restaurant. It will need to be easy to read but yet fun to look at! You will continue to use Microsoft Word.

**Page Setup**

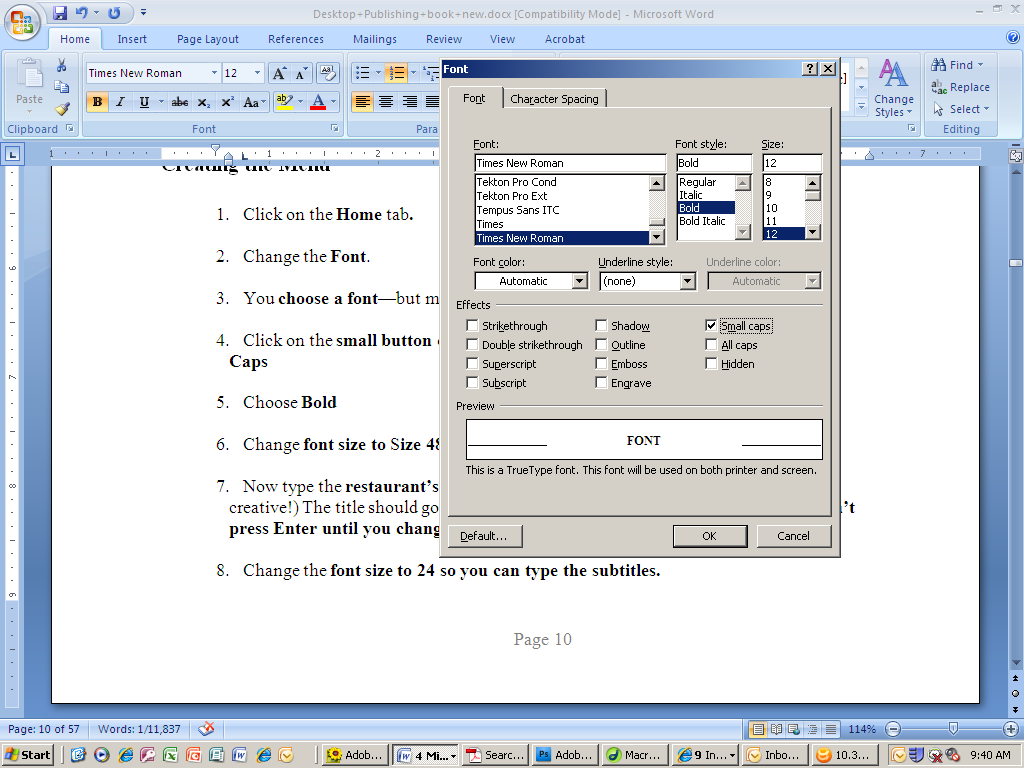
1. Double click on **Microsoft Word**.
2. **Click** onthe **Page Layout** tab**.**
3. Change the Orientation to **Landscape**
4. Change All Margins to **1” (Top, Bottom, Left and Right)**

**Change the Alignment**

1. Click on the **Center** alignment button under the **Home** tab ( top of screen)

Your text will now be centered until you change it.

**Creating the Menu**

1. Click on the **Home** tab**.**
2. Change the **Font**.
3. You **choose a font**—but make sure it is easy to read!
4. Click on the **small button** on the menu and place a checkmark beside **Small Caps**
5. Choose **Bold**
6. Change **font size to** S**ize 48**
7. Now type the **restaurant’s title**. Use part of your name in your café’s name (be creative!) The title should go across the entire page using only 1 line, no more! **Don’t press Enter until you change the font size.**
8. Change the **font size to 24 so you can type the subtitles.**
9. Turn **Small** **Caps OFF**
10. Turn **Bold OFF**
11. Now press the **Enter key 1 or 2** times after changing the font size so the cursor size is smaller. You should still be in **center alignment**. Type:

**All sandwiches include a dill pickle spear & your choice of**

**chips, potato, or macaroni salad.**

12. **Enter 2** times

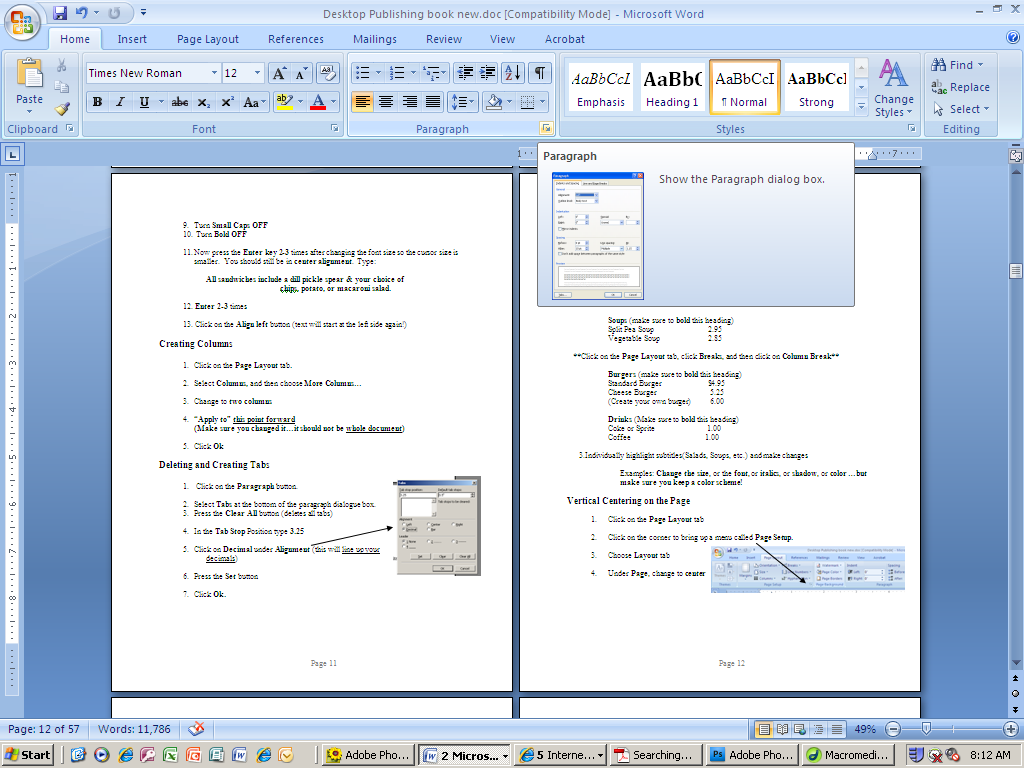
13. Click on the **Align left** button (text will start at the left side again!)

**Creating Columns**

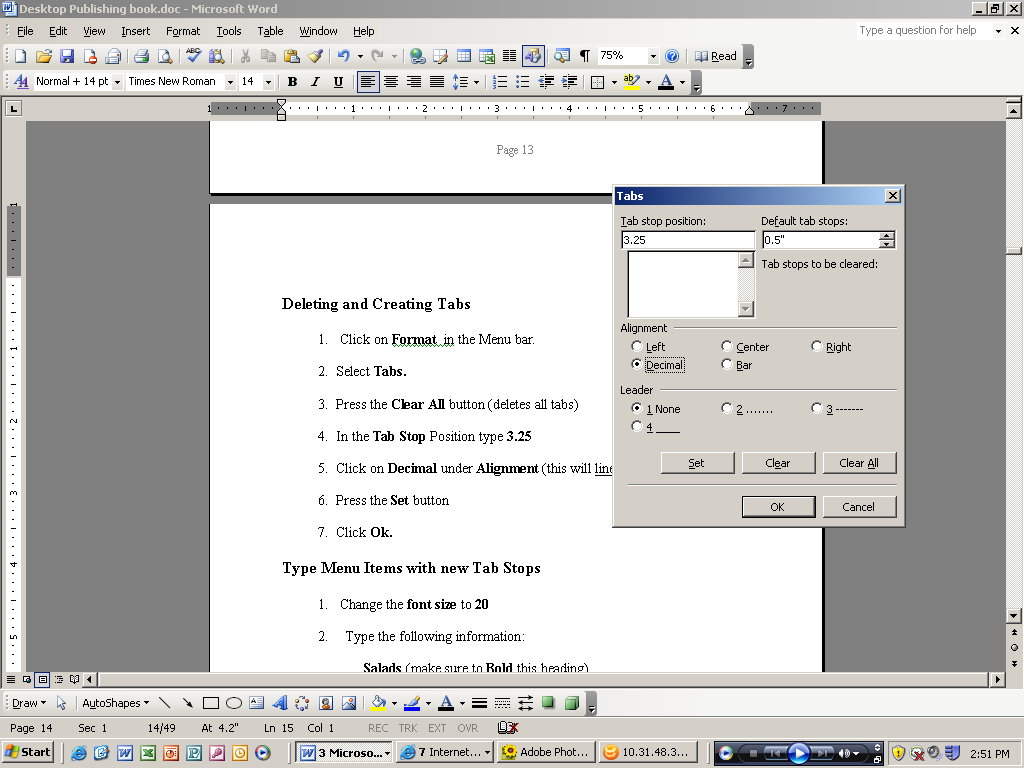
1. Click onthe **Page Layout** tab**.**
2. Select **Columns,** and then choose **More Columns…**
3. Change to **two columns**
4. **“Apply to” this point forward**

**(Make sure you changed it…it should not be whole document)**

1. Click **Ok**



**Deleting and Creating Tabs**

1. Click on the **Paragraph** button.
2. Select **Tabs** at the bottom of the paragraph dialogue box.
3. Press the **Clear All** button (deletes all tabs)
4. In the **Tab Stop** Position type **3.25**
5. Click on **Decimal** under **Alignment** (this will line up your decimals)
6. Press the **Set** button
7. Click **Ok.**

**Type Menu Items with new Tab Stops**

1. Change the **font size** to **20**
2. Type the following information:

**Salads** (make sure to **bold** this heading)

Chef Salad **(PRESS TAB)** $4.95

Spinach Salad 4.50

**Soups** (make sure to **bold** this heading)

Split Pea Soup 2.95

Vegetable Soup 2.85

\*\*Click on the **Page Layout** tab, click **Breaks**, and then click on **Column Break**\*\*

**Burgers** (make sure to **bold** this heading)

Standard Burger $4.95

Cheeseburger 5.25

(Create **your own** burger) 6.00

**Drinks** (Make sure to **bold** this heading)

Coke or Sprite 1.00

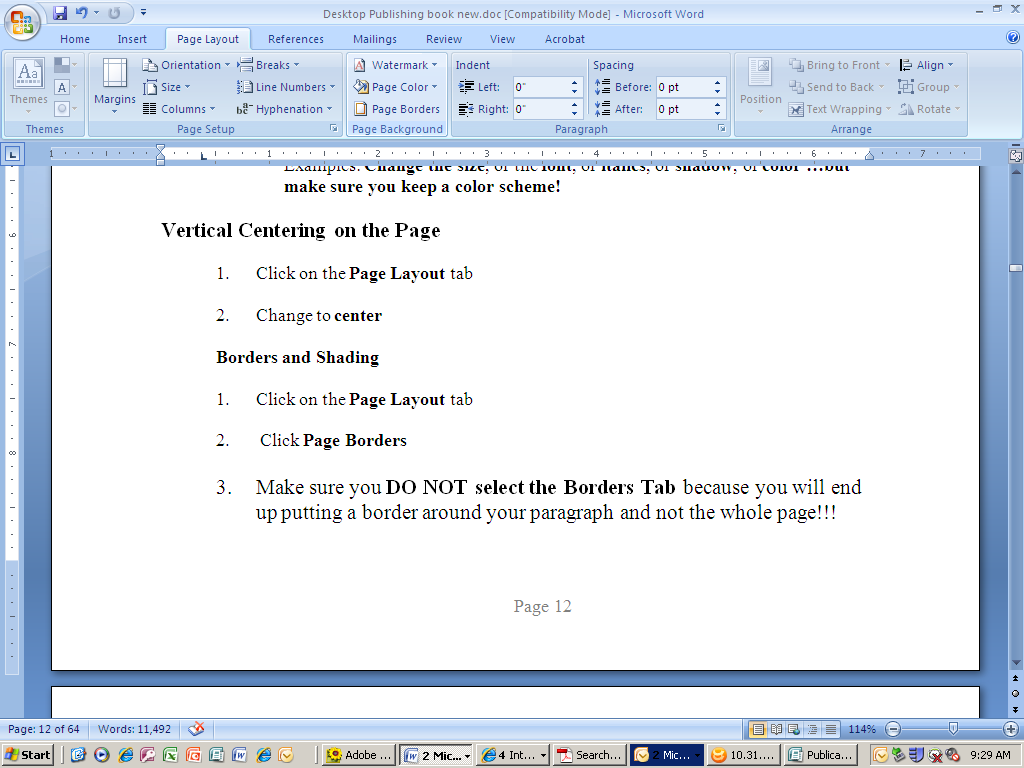
Coffee 1.00

1. Individually **highlight subtitles** (Salads, Soups, Burgers, Drinks) and make changes

Examples: **Change the size**, or the **font**, or **italics**, or **shadow**, or **color …but make sure you keep a color scheme!**

**Vertical Centering on the Page**

* 1. Click on the **Page Layout** tab
  2. Click on the corner to bring up a menu called **Page Setup.**



* 1. Choose **Layout** tab
  2. Under **Page**, change to **center**

**Borders and Shading**

* + 1. Click on the **Page Layout** tab
    2. Click **Page Borders**
    3. Make sure you **DO NOT select the** **Borders Tab** because you will end up putting a border around your paragraph and not the whole page!!!
    4. You may now change the information under **Setting & Style** to create your **border**. You may choose a different color and shape for your border. **Make sure you keep consistent with the color scheme**!!!

**Inserting Clip Art**

* + - 1. Click on the **Insert** tab**.**
      2. Select **Clip Art**
      3. Pick a **picture that relates to your café** and the menu. **Click** the picture.

**YOUR MENU’S WORDS WILL PROBABLY MOVE, THIS IS OKAY….DO THE FOLLOWING STEPS.**

4. After inserting your picture, **double** click on it

5. Find the **Text wrapping button** on the picture’s toolbar

1. Change to **In Front of Text**

**\*\*Do steps 5-8 with each graphic inserted. \*\***

**You may enter another graphic---maximum of two graphics.**

**Preview as a Whole Page**

1. **Change** the **Zoom** under the **View** tabto **One Page...**This allows you to see if the “white space” is good and the menu is balanced.
2. Your menu should fill **ONE entire page**
3. It should be **attractive** and easy to read
4. **You may add color** to enhance the look of your menu.
5. **Print Preview** your menu and then **Print**.

**Desktop Publishing/Microsoft Word**

**Filename: My Schedule**

You will need a new Word document and your schedule.

**Page Setup**

1. Double click on **Microsoft Word**.
2. **Click** onthe **Page Layout** tab**.**
3. Change the Orientation to **Landscape**
4. Click on **Margins**, and then click on **Custom Margins**
5. Change the **top and bottom** to **2”**change the **left and right** to **1”**
6. Change the **font’s size to** **14**
7. Change the **font other than Times New Roman**
8. Click on the **Center** justification button

**Creating Tabs (Typing your schedule)**

1. Type **your name** on the first line using **Word Art** (Be Creative)
2. **Double click** on the **Word Art** and select **Text Wrap** and choose **In front of Text**
3. Click on the **Align Left** button so that your text appears at the left
4. Click on the **bottom square** in the **Paragraph** Section and choose the **Tabs** button

**Set the Tabs** using the following settings:

TAB 1►**→** Type **1.5 in the Tab Stop** Positionbox

A **dot** should be beside **Left** (under **Alignment**)

Click the **Set** button.

TAB 2►→ Type **4.25** **in the Tab Stop** Position box

A **dot** should be beside **Center** (under **Alignment**)

Click the **Set** button

TAB 3►→Type **7** in the **Tab Stop** Position box

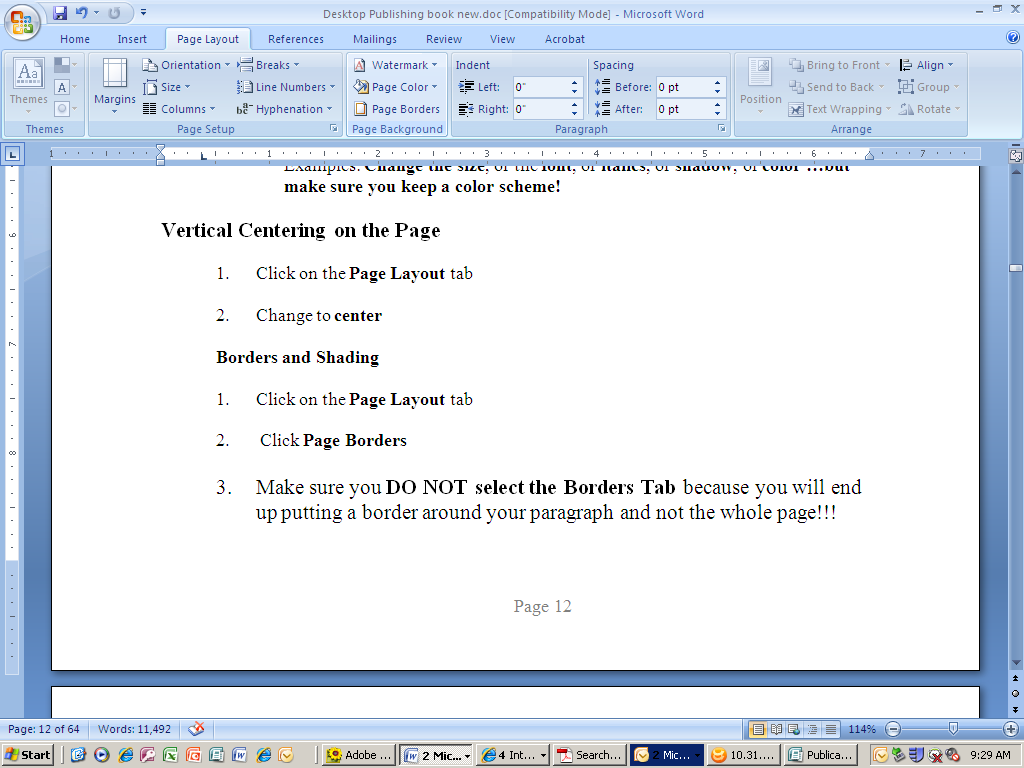
A **dot** should be beside **Right** (under **Alignment**)

Click the **Set** button and now click **OK**

1. Now begin typing your schedule by pressing the **Tab** key and type the **name** of your **first class**
2. Press the **Tab** key and type the **teacher’s name**
3. Press **Tab** key again and type the **room number**

**Adding a Page border and Center Vertically on page**

1. Insert a **Page border** by clicking the **Page** **Layout tab**, then **Page Borders**
2. Center the information **VERTICALLY** on the page.
   * Click on the **Page Layout** tab



* + Click on the corner to bring up a menu called **Page Setup.**
  + Choose **Layout** tab
  + Under **Page**, change to **center**

1. Add at **least 1 graphic**….remember to change **Text Wrap** to **In front of Text**
2. Save as **My Schedule**
3. Click on the **Office Button**, then **Print** and then **Print Preview.**
4. If everything looks good and is on one page, **Print**!

**Desktop Publishing/Microsoft Word**

**Creating a Table of Contents for a Book**

**Filename: Contents**

**Page Setup**

1. Double click on **Microsoft Word**.
2. Click on the **Page Layout** tab.
3. Change the **Orientation** to **Landscape**
4. Change All Margins to **Top & Bottom 2”   
   Left should be 2” Right should be 1”**
5. Change the **font size to 14**
6. Change the **font other than Times New Roman**

**Setting Tabs**

1. Click on the **bottom square** in the **Paragraph** Section and choose the **Tabs** button

**Set the Tabs** using the following settings:

Tab Stop Position: **1.5”** Alignment**: Left** Leaders: **None**

Tab Stop position: **7.5”** Alignment**: Right L**eaders: **2………**

1. Type the following information using the tab key where stated:

Chapter 1 The Process of Writing Business Communication 10

Chapter 2 Writing Person to Person 17

Chapter 3 Making Your Letters Easy and Interesting to Read 33

Chapter 4 Building Goodwill Through Business Letters 53

Chapter 5 Marking Business Letters Persuasive 73

Chapter 6 Letters of Request 105

Chapter 7 Administrative Communications 215

Chapter 8 Your name (Put **your full name in** Chap. Title) 250

1. **Center** the document **VERTICALLY** on the page (see pg. 15 if you forgot)
2. Create a **WordArt** with the word “Table of Contents” (Use the same font as the rest of the document.) WordArt is under **Insert** **Picture** **WordArt**
3. Insert a **PAGE** border……click the **Page** **Layout tab**, then **Page Borders**….(you may use an **Art border**)
4. If necessary, **Center the WordArt** above the text. **Resize** the WordArt so it looks proportionate to the rest of the page.
5. **Do not** add graphics to this page!!
6. Be sure to **spell check** your work!
7. Make sure ALL your **titles** are **capitalized**!
8. **Print Preview** to make sure there is proper white space and text is aligned properly.
9. **Print** your document.

**Desktop Publishing/ Microsoft Word**

**Writing a Resume**

**Filename: Resume**

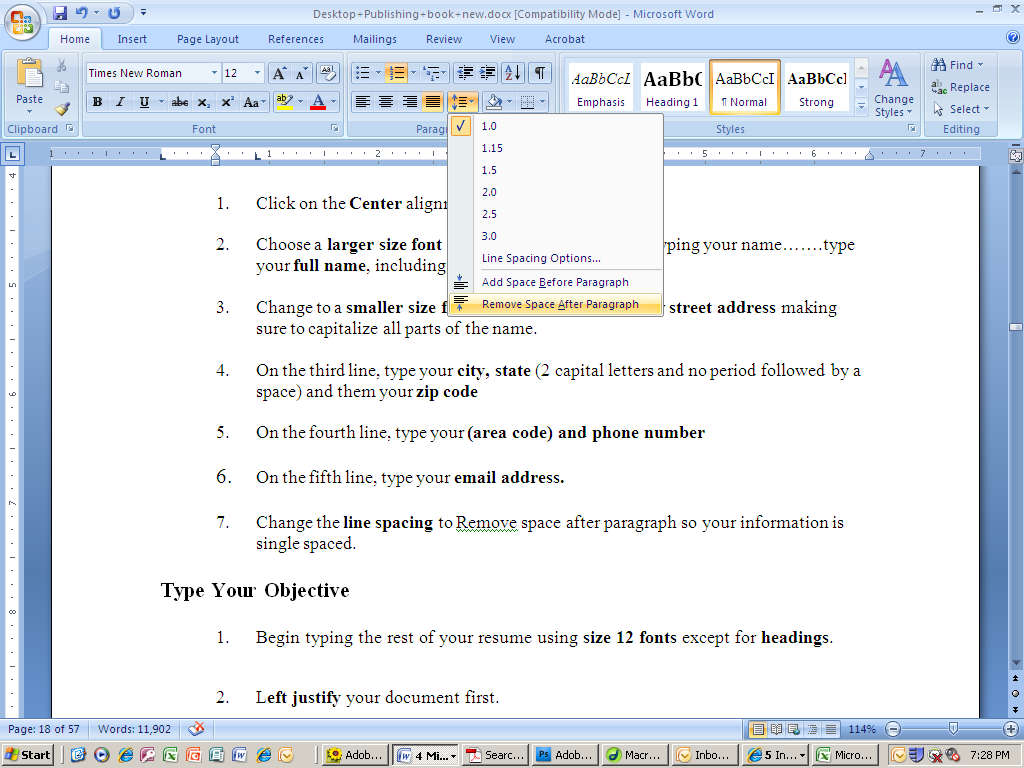
In this task, you will **write your own resume** after collecting information and filling out a handout. You will also look at other resumes of students to see the formal style of writing that is used when completing a resume.

Begin by **filling** out a **handout** called **“Producing your Resume.”** Make sure you get accurateinformation since this is a very important document that you could use when applying for jobs. When applying for colleges, you could use your resume, but changes would need to be making since you would want to include very recent information and delete some information from your earlier years.

**After filling out the handout**, start a new document in **Microsoft Word**.

**Type Your Name/Address**

1. Click on the **Center** alignment button.
2. Choose a **larger size font (about size 14)** when typing your name…….type your **full name**, including your middle initial.
3. Change to a **smaller size font…size 12**. Next type your **street address** making sure to capitalize all parts of the name.
4. On the third line, type your **city, state** (2 capital letters and no period followed by a space) and them your **zip code**



1. On the fourth line, type your **(area code) and phone number**
2. On the fifth line, type your **email address.**
3. Change the **line spacing** to **Remove space after paragraph** so your information is single spaced.

**Type Your Objective**

1. Begin typing the rest of your resume using **size 12 fonts** except for **headings**.

1. L**eft justify** your document first.
2. The first heading is **Objective**. **Boldface and make the font size 14**.  
    **Enter** once or twice.
3. Use **Tab** **once** and type who you are and why you are writing a resume.   
    **Example** ( Mature and responsible high school student seeking to go to  
    college and become a graphic designer.)

**Typing Your Education**

1. Continue typing the rest of your resume using **size 12 fonts** except for **headings**.

1. L**eft justify** your document first.
2. The next heading is **Education**. **Boldface and make the font size 14**.   
   **Enter** once or twice.
3. Use **Tab once** before typing the **years you were at your present schoo**l. (Begin with the **Current year**.)
4. **Tab twice** and **type the name of the school**. Press **Enter** and **Tab** until you are underneath the name of your school. **Type any honors** that you received while attending that school. (you could have a heading specifically for **Achievements if you have more than 1**)
5. Now **type the other years**, listing the schools from the **most** **current** to **past**.

**Typing Your Work Experience**

1. Your **third heading** should be **Work Experience**. **Boldface** the heading, **size 14** and enter **once** or **twice**.
2. Type the year/years at your most current job and type the place of business of your job title. This should be bold. Describe your job….listing all your duties and/or responsibilities.
3. Type others jobs, listing by **most current to past**.
4. You can include any jobs that you have done like babysitting, cutting lawns, shoveling snow, etc.
5. **This is a very important category because it gives the reader an idea of your marketable skills**.

**Typing Your Activities**

1. Your **next heading** should be **Activities**. **Boldface** the heading, **size 14** and enter **once** or **twice**. List your activities by years and start with your present activities to the past activities that you were in.
2. Include sports, clubs, and any activities outside of school like Scouts, church groups, etc.
3. List any position you held like President of National Jr. Honor Society.
4. This is an important category because it gives the reader an idea of your likes and hobbies, as well as your ability to manage a busy schedule if you are an active participant.
5. **Don’t be afraid to list your accomplishments because this paper could be the only thing the reader sees before deciding to call you for an interview, whether it is for a job or for college.**

**Typing Your Computer skills**

1. Your **next heading** should be **Computer skills**. **Boldface** the heading, **size 14** and enter **twice**. List your activities by years and start with your present activities to the past activities that you were in.
2. List your computer skills like **Microsoft Office** programs including **Word**, **Excel**, **PowerPoint, Publisher**, and **Access**
3. List skills in **HTML, Dreamweaver**, **web** **design**, **desktop publishing**, **Photoshop**, **InDesign**, **Illustrator**
4. Include any other computer skills that you have learned

**Resumes no longer include References**

Although you do not include references in your resume, you should think about who you would use because you will be asked for recommendation letters from these people. **You will type references** in your resume at this time, but you can type this on page 2.

You should get :

1. Names (full names), addresses, phone numbers, and emails of several people that know your **character**, **work** **ability**, and **personality**.
2. Select people that would give positive comments. You could use a **minister**, a **teacher**, a **coach**, or a **former boss**, but you **MAY NOT** use your **relatives** or **friends**.
3. **Before using someone as a reference**,you should **ask his or her permission** to be used as a reference for you. Many times these people will be contacted either by phone or by letter, requesting information about your work experience for them.
4. It is important that you give some thought as to whom you put down as a reference.

**DO NOT USE YOUR FRIENDS OR RELATIVES!!!!**

**Proofreading**

**It IS EXTREMELY IMPORTANT THAT YOU HAVE A PERFECTLY SPELLED RESUME!! CHECK ALL GRAMMAR AND WORD USAGE!!! 1 MISTAKE COULD COST YOU AN INTERVIEW!!**

There should be **no color** or **graphics** in your resume since it is a very professional document.

**Desktop Publishing/ Microsoft Publisher**

**Creating an Announcement or Flyer**

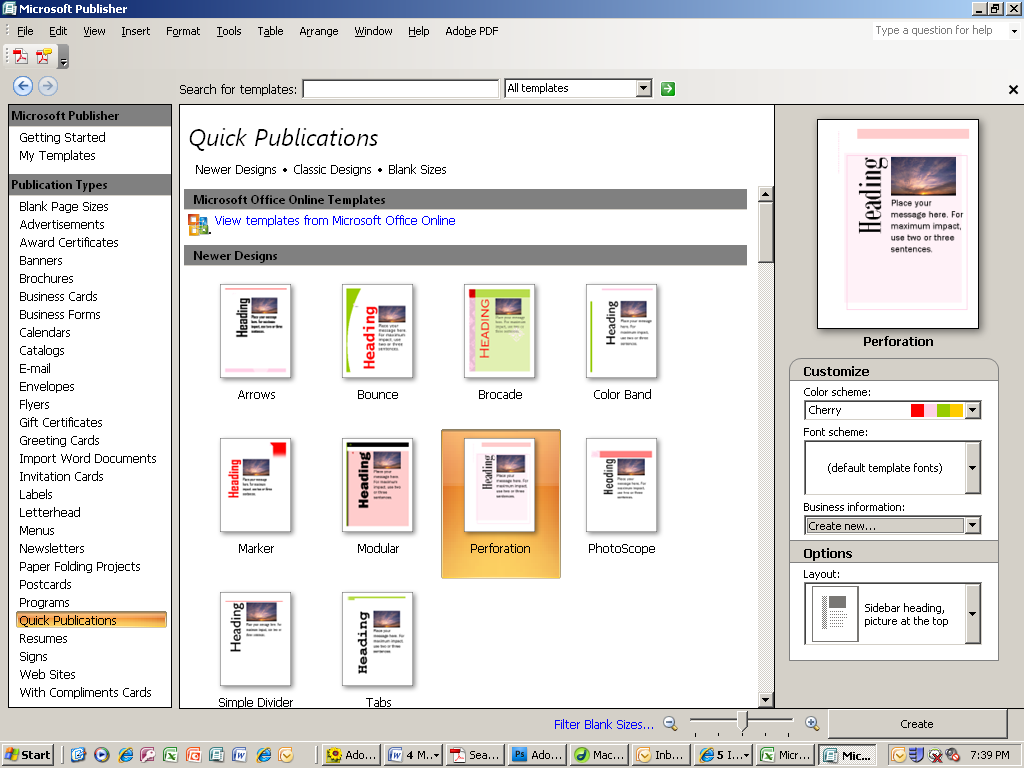
**Filename: Announcement**

Now you will use **Publisher** instead of Word to create the rest of the **Desktop Publishing assignments**. You will find that it is easier because there are **templates** that guide you.

To help you learn the basics, you will design an **announcemen**t or flyer.

**Applying Basic Designs and Schemes**

1. Open **Microsoft Publisher.** You will get a **New Publication Task Pane** either on the right or left of the screen.



1. Click on **Quick Publications**.
2. Scroll down through the possible **Designs** and click on a design you like. (I chose Handprint.)
3. From the **Quick Publication Options** and choose **layout side bar top** from the **Options** layout menu on the right side
4. On the right hand side, click on **Color Schemes**. Select a Color Scheme you like.
5. Click on **Font Schemes**. Change the font scheme to **Breve**.
6. Once finished, click on **Create**.
7. Save as: **Announcement**

**Working with Frames/Text Boxes**

All of the objects that you place in your publication are placed in a **Frame or Text Box**.

**Text** is placed in a **Text Box**, **Word Art** is placed in a **Word Art Frame**, **Tables** are placed in a **Table Frame**, etc.

When you select a publication design, the frames are already created for you. If you wish to change the ready made design, you must click on a **Frame/Box** and **delete** it. Then you create your own design by **inserting** Text boxes or Frames/Boxes. You just have to remember to choose the correct Frame/Box for the item.

1. Click in the text box **Heading**. **Highlight** the word and **delete** it.
2. Type in the words: **Spaghetti Dinner** (about size 36)
3. Click in the **text box.**
4. Highlight the **message** and **delete** it.
5. Click on the **Format** menu, select **paragraph,** them select L**ine Spacing**. A Line Spacing dialogue box appears.
6. Change the **Line spacing Between lines** to **1 sp**.
7. Change the **After Paragraphs** to **1pt**. Click **OK**.
8. Click on the **Bold** icon and **Center** the text.
9. Change the **font size to 24**.
10. Type the following:

**February 4, 20?** (this year) (Enter once)

**4:00 to 7:00 p.m.** (Enter twice)

**McCaskey East Cafeteria** (Enter twice)

**Tickets $6.00** (**Enter twice and change the font size to 20**)

**Includes admission to the boy’s basketball game.** (**Enter twice**)

**Sponsored by McCaskey Track and Field Booster Club** (Enter twice)

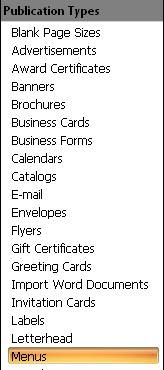
**Type your name**

**Inserting Clip Art**

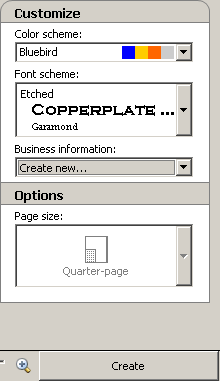
1. **Click** on the picture at the bottom of the announcement.
2. From the **Insert** menu, select **Picture** and **ClipArt**. An **Insert Clip Art Task Pane** will appear on the left side of the screen.
3. In the search text box type either **pasta**, **basketball**, or **track**. Select an **appropriate picture** that will match your **color scheme**.
4. **Click** on the picture to insert it. **Move** and resize the picture if necessary.
5. Save your work.
6. Go to **file** and **select Print** **Preview** before you print your work.

**Desktop Publishing/Microsoft Publisher**

**Creating a Menu using templates**

**Filename: Menu**

In this task, we are going to create a menu for a restaurant using a Menu template.

1. Open **Microsoft Publisher**.
2. You will see a **Publication Types** pane on the left.
3. Scroll Down until you find **Menus** and **click** on it.
4. Find **Wine/Dessert** under Classic Designs and select **Scallops**.
5. On the right under **Customize**, choose a **Color Scheme** you like.
6. Then choose a **Font Scheme** you like.
7. Then click the **Create** button in the bottom right.

**The Outside Cover—Page 1**

1. Click in the **Text Box Business Name**.
   * Highlight Business Name.
   * Change the font size to **18**
   * Type the **restaurant’s title**. Create one of your own café names.
   * Change the **graphic** of grapes to something **unique** for your restaurant.
2. Click in the **Text Box Wine List**
   * Highlight the words Wine List
   * Change the font size to **14**
   * Type the words **Daily Menu**
3. Click in the **Text Box Organization**. Delete the word **Organization** and type **your name**. **Delete the logo** by your name and choose another **small graphic** that will be your **logo**.

**The Inside Menu----Page 2 and 3**

1. Click on the **page 2** of the page Navigation at the bottom left of the screen above the **Horizontal Scrollbar**.
2. Click in the **Text Box By the Glass**. **Highlight** the text and key in the word **Salads**. Change the **font size to 14**
3. Click on the **Table frame** below the first task box. It should have a gray frame around it.
   * Click on the **Table menu** at top of the screen
   * Select **Grow to Fit Text**. (this allows your table to increase

as you type more text in the table)

1. Click in the **first cell of the table (text box** Year)
   * Click on the **Table menu** again.
   * Select **Delete** and then **Columns**. This should remove the

columns with Year in them.

1. Click in the **first cell of the table** again and drag the mouse to highlight all of the information. Change the **font size to 12**.
2. **Highlight** the information in the **first cell of the table**, delete it.

Type the following information:

**Chef Salad (Press Tab**) $**4.95 (Press Tab)**

**Spinach Salad (Press Tab) 4.50 (Press Tab)**

**Chicken Caesar Salad (Press Tab) 5.25 (Press Tab)**

1. **Repeat steps 2 through 6** until you have **replaced** the **wine list** with the following information:

**Sparkling** to be replaced with **Soups**

Table 3 to contain

**Split Pea Soup (Press Tab) $2.95 (Press Tab)**

**Vegetable Soup (Press Tab) 2.85 (Press Tab)**

**Clam Chowder (Press Tab) 3.50 (Press Tab)**

**White** to be replaced with **Burgers**

Table 3 to contain

**Standard Burger** (**Press Tab)** **$4.95 (Press Tab)**

**Cheese Burger (Press Tab) 5.25 (Press Tab)**

**(Name your own burger) (Press Tab) 6.00 (Press Tab)**

**Red** to be replaced with **Drinks**

Table 4 to contain

**Coke or Sprite (Press Tab) $1.00 (Press Tab)**

**Lemonade (Press Tab) 1.25 (Press Tab)**

**Iced Tea (Press Tab) 1.25 (Press Tab)**

**Coffee or Hot tea (Press Tab) 1.50 (Press Tab)**

1. **Table 4** will have **extra cells** at the end. **Highlight** all the ones you did not use.

* Go to the **Table** menu.
* Select **Delete** and then **Rows**.

1. Go to the **Insert** menu and select **Text Box**.

* Click and drag the mouse to **draw a box below Table 4.**
* Change the **font size to 12**.
* Change the **alignment** to **Center**.
* Type the following statement:

**All sandwiches served with a dill pickle spear & your choice of French fries, potato salad, or macaroni salad.**

1. **Resize** the **Tables** so that they are **all** the **same width**.

**NOTE**: If you have trouble resizing the tables using the mouse, type the following method.

* Click on the Table that is the size you want.
* Go to the Format menu and select Table.
* Click on the Size tab in Format Table dialogue box.
* Check the width of that table. Write it down.
* Then, click on the next table and follow the same procedure.
* Type the correct width into the Width box.
* Continue until all the Tables are the same width.

**Inserting Clip Art on pg. 3**

1. You are going to put a clipart under the sentence about sandwiches. From the **Insert** menu, select **Picture** and **Clip Art**. An **Insert Clip** **Art** Task Pane will appear on the left side of the screen.
2. In the **Search text box** type **food**. Select an **appropriate** **picture** that will match your color scheme.
3. Click on the **picture** to insert it. **Move** the **picture** under the text, and resize it if necessary.

**You may enter another graphic—maximum of two graphics.**

**The Back---Page 4**

1. Click on **Page 4** of the page **Navigation** at the **bottom** **left** of the screen.
2. Click in the **Text Box Desserts**. **Highlight** the text and change the **font size to 14**.
3. Click on the **Table frame** to select it.
   * Click on the **table menu at top of the screen**.
   * Select **Grow to Fit Text**.
4. Click in the **first cell of the table** and drag the mouse to **highlight** all of the information. Change the **font size to 11**.
5. Type the following information into the Dessert Table.

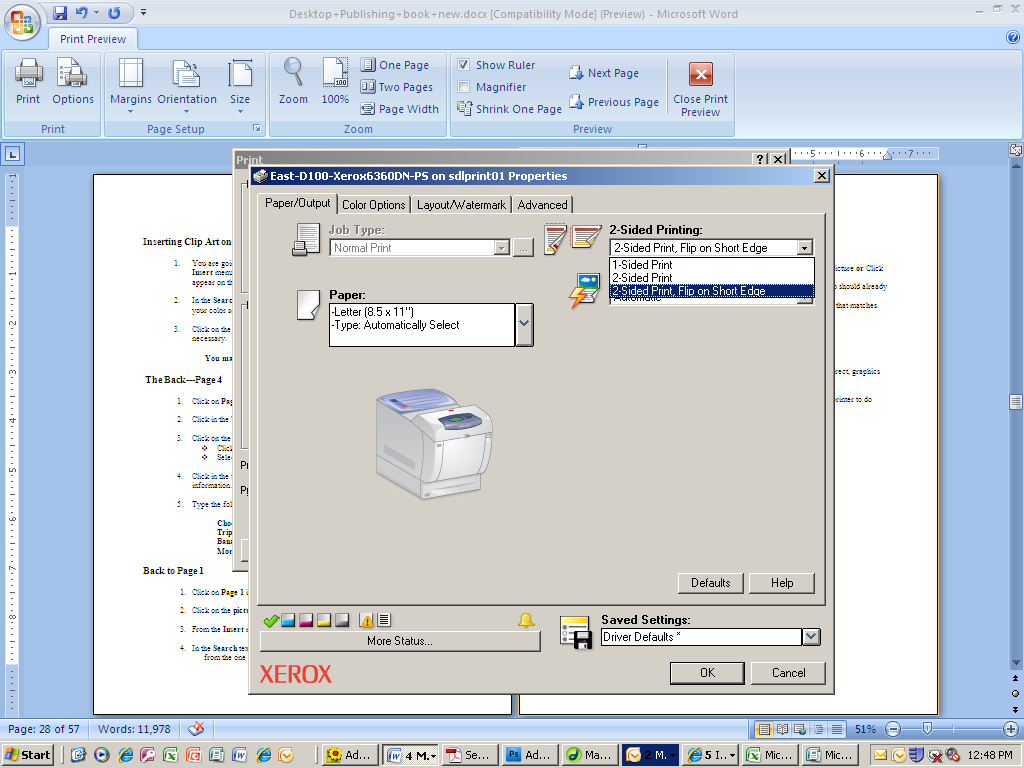
**Chocolate Fudge Delight $3.25**

**Triple Rainbow layer Cake 3.00**

**Banana Cream Pie 2.50**

**Mom’s Apple Pie 2.50**

**Back to Page 1**

1. Click on **Page 1** in the **Page Navigation box**.
2. Click on the **picture of the grapes**.
3. From the **Insert** menu, select **Picture and Clip Art**.
4. In the **Search** text box, type **food**. Select an **appropriate picture** that is different from the one inside the menu.
5. Click on the **picture** to insert it.
6. If you **don’t like the color**:
   * Right click on the graphic (picture) and select format Picture **or** Click on the Format menu and select Picture.
   * A Format Picture dialogue box appears. The Picture tab should already be selected for you.
   * Under Image Control, click on recolor. Choose a color that matches your color scheme
7. **Resize** the picture if necessary.
8. **Spell check** your document.
9. **Print Preview** your document to make sure the white space is correct, graphics and text are placed properly and the color scheme looks good.
10. You will **print on 2 sides of the paper** so you will need to tell the printer to do this.
    * From the **Print Preview** menu, select **Print**.
    * Select **Properties** at the far right.
    * Select **2 Sided Flip on Short Edge**
    * Click **OK**
    * Your menu will now print on **both sides of the paper**.
11. **Save** your work.

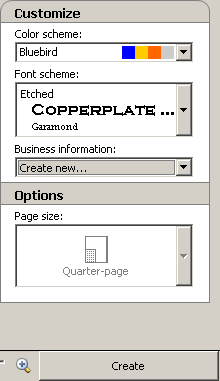
**Desktop Publisher/Microsoft Publisher**

**Creating a Business Card**

**Filename: Business Card**

This assignment is for you to create a business card. You will use the information about yourself and create a business that you could see yourself working at. If you know of someone that needs a business card, you could create one for that person.

**Choosing a Design Option**

1. Open **Microsoft Publisher**.
2. Under **Publications Types**, click on **Business Cards**.
3. Scroll through the designs and **select a design** that you like and would be appropriate **for your business**.
4. Now you can choose a **color scheme**. In the **Publications Designs Task Pane**, choose **Color Schemes**.
5. In the **Color Schemes Task Pane**, choose a **color scheme** you like.
6. If you want to **alter** the **color scheme**, click on **Custom color scheme** at the bottom of the task pane.
7. Choose **Font Schemes** in the Task Pane and choose a font scheme you like.
8. Then click the **Create** button in the bottom right.

**Entering Your Information**

1. Delete the text in the text boxes and fill in your own information.
2. The following information should be on your business card:
   * **Name**
   * **Address**
   * **Phone**
   * **Fax(if you have one)**
   * **Phone**
   * **Cell phone**
   * **Business name**
   * **Your position in the company**

****

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**Fax: 717-391-8601**

**E-mail: kagallagher@lancaster.k12.pa.us**

1. **Make sure everything is spellchecked**…..this would be very embarrassing to hand out business cards that are not spelled correctly!!!

**Logo or graphics**

1. A business card is more attractive if it has a **graphic**. The graphic

should be your **logo** of your **company**. The logo represents a **symbol of your company**…something visual that people can recognize as your company. Create this logo by taking **graphics** from the **Internet** and copying them into **Paint**.

2. Recolor part of the graphic and draw other lines to make this graphic your own.

3. If you know **Photoshop**, you can create the whole logo there.

4. Once you have your logo, **copy it onto your business card**.

5. Make sure all the **colors blend nicely** together.

**Printing your cards**

1. From the **File** menu, choose **Page Setup**.

2. From the **Page Setup** box, select **Business card** 3.5 x 2”.

3. Click the **Advanced** button on the right side. Under the **Layout** **type**, select and choose **Multiple pages per sheet.**

4. From the **File** menu, choose **Print Setup.** Choose **Multiple copies per sheet** under **Printing** options.

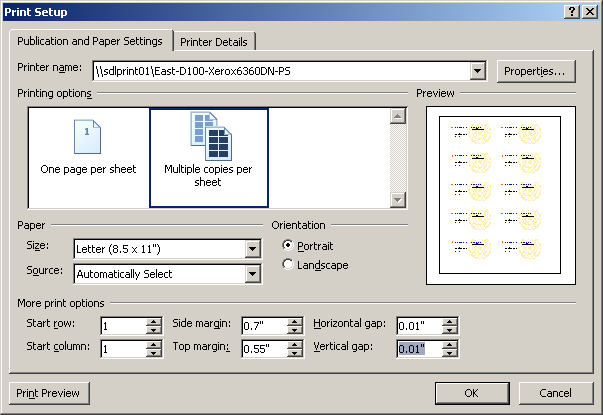
5. The **margins** should be the following for our printer….you might need to adjust your margins before printing on your business card paper.

Side Margin 0.7

Top Margin 0.55

Horizontal Gap 0.01

Vertical Gap 0.01



6. At the **Page Setup** box, select **OK** and return to your business card.

7. From the **File Menu**, Choose **Print Preview** to preview your card.

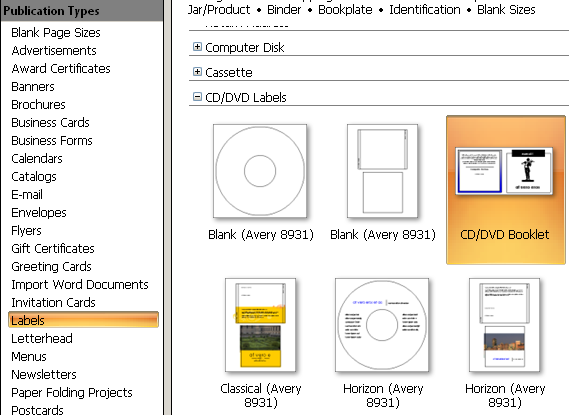
8. Select **Close** and then **Print** your cards on regular paper. You should have **10 cards on one sheet of paper**.

**Desktop Publisher/Microsoft Publisher**

**Creating a CD case label**

**Filename: cd label**

This assignment is for you to design a CD label for your case so that none of your disks remain unidentified. The CD layout is the correct size, so you don’t have to set the margins from scratch. Just fill in your own text, add pictures, select the colors that you like and print the label.

**Choosing Your Design Options**

1. Open **Microsoft Publisher**.

2. Under **Publication Types**, click on **Labels** and scroll down until you see **CD/DVD labels**.

3. Select the **CD/DVD Booklet.**

4. Select a **color** scheme and then a **font** scheme. Click the create button when you’re done.

5. On the **front of the label**, make sure you put a good photo or graphic that goes well with the type of music. Then add the **title** of the CD and the performer’s name.

6. On the **back of the label**, include a **list** of the **songs** on the CD.

7. Put some **type of graphic**, possibly in the back of the text, but make sure the text is readable.

8. This inside panel is a good place to provide additional information.

If it’s **a musical CD**, you may want to list credits or give special thanks. You may also want to provide the date and location of the recording or copyright information.

* Add a list of the songs

If your **CD contains software**, you may want to provide installation instructions, system requirements, or product support information.

9. Put a **title** on the **fold** by inserting text and turning it vertically.

* Go to the **Insert** menu and select **Text Box**.
* Draw a text box below your CD cover.
* Type your **title** of the CD in the text box.
* Use the **green rotator** at the top of the text box to **rotate your text box**.
* It should now be **vertical**.
* **Move** your text box between the **green lines** …this is the spine of the cover and located between the front and back covers.
* You might need to make the **font smaller** or **larger.**

10. Put **your name**, as the **producer**, somewhere on the **back** of the CD label.

11. Check the **spelling** and **grammar** of your CD label before printing.

12. Make sure you **print preview** to make sure the **white space** looks good and the graphics are placed properly.

**Desktop Publisher/Microsoft Publisher**

**Creating a Newsletter**

**Filename: Newsletter**

This assignment is for you to create a current Technology newsletter. You will be writing summaries of the articles that you have read and typing them in your newsletter. Remember that *everything you include in this newsletter is to be technology related*.

**Your newsletter will contain:**

1. **4 pages**
2. **9 articles**
   1. **One headline news story** that will begin on page one and will continue onto the second page. Your summary will need to be long enough that it can extend to the second page.
   2. **Six short news stories**.
   3. One **biography** about someone who made a valuable contribution to the field of Technology. One photo of the person
   4. Your **autobiography**
3. One **Special Point of Interest**.
4. **Table of Contents**.
5. **Various photos** and **Clip Art** to make your Newsletter interesting.
6. **Creative title of your paper, date** and **issue** on the first page
7. **Your name** as the **editor** of the paper

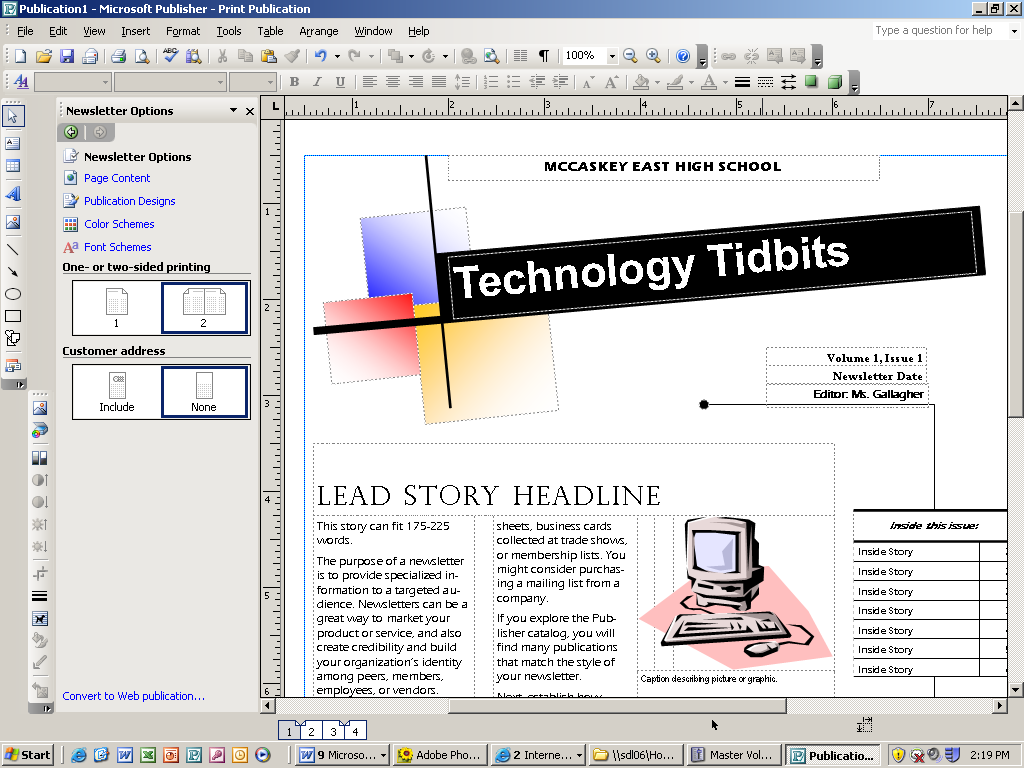
**Beginning your Newsletter**

1. Open Microsoft Publisher. From the **New Publication Task Pane**, click on **Publications for Print.**
2. From the **Publication for Print** task pane, select **Newsletters**.
3. Use the **scroll bars** to see the different newsletter designs. Choose **any** of the **designs** for your newsletter. Remember, this newsletter is **all about technology**.
4. If you see a **Personal Information** dialog box, click **Cancel** to move on.
5. You can replace the text and pictures with your own text and pictures.
6. At the **bottom of your page**, you will see **numbers 1-4**. These are your pages in your newsletter and you can get to each page by pressing them.

**Changing your Title in the Masthead**

The **masthead** is the **top part of the newspaper** where you have the *title of the paper*, *date*, *volume number* and *issue*, and *editor*.

1. Click on **Newsletter Title.** You will see size handles form around it. (small circles).
2. Type a **title** for your newsletter. Be creative.
3. Type **McCaskey East High School** above your title.
4. You can **change the volume and issue number**.
5. **Highlight Date** and type in a current date for your newsletter.
6. Type your **name** as the **editor** somewhere in the header**.**
7. Your **name** will also be typed on the **back page** of your newsletter in the box where an address and email appear.



**Find your news articles**

1. Find your articles to **Summarize**. Go to **CNN.com** or some other approved, appropriate or accurate news site to locate a current news article about something that is **technology related**. You need a total of **eight articles**! (One ‘exciting’ Headline News Story and six shorter ones, plus a biography.)
2. Your stories will consist of summaries you have written about different events in the news. **You will choose the articles you want to summarize.**

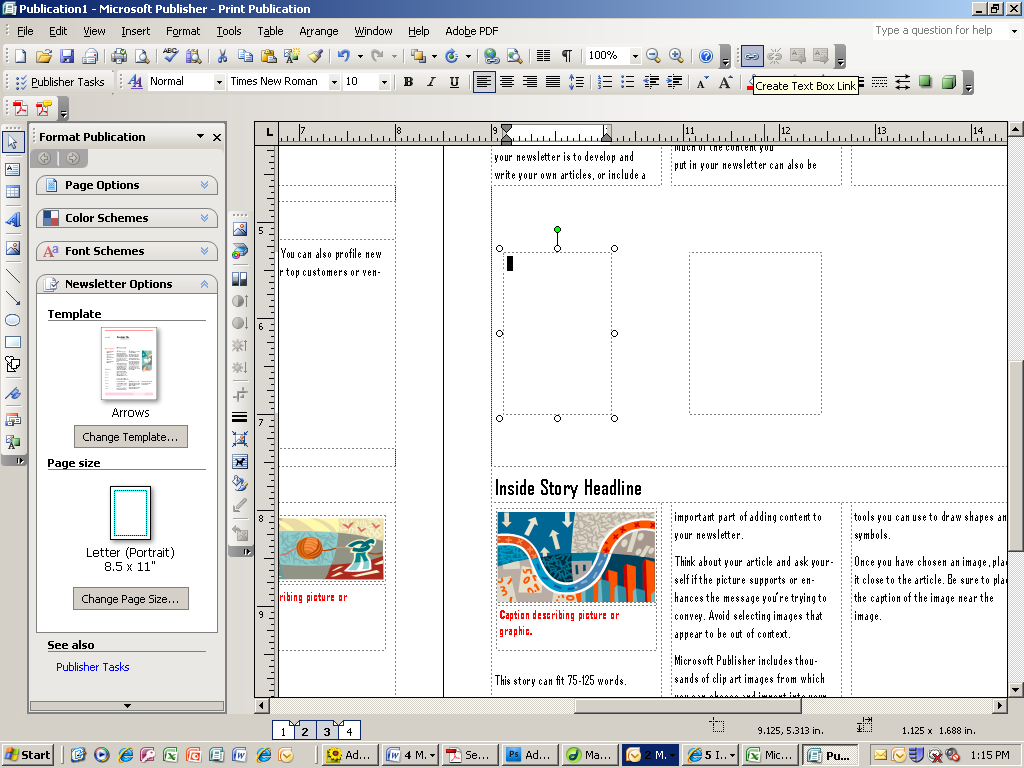
You **MUST** either **print** out your **8 articles** and **highlight** the important ideas or use my **summary sheets** for each **article**. You may **not copy and paste** the article into your newsletter. Without your **8 summary sheets**…..one for each article or articles highlighted, you will not get credit for your newsletter.

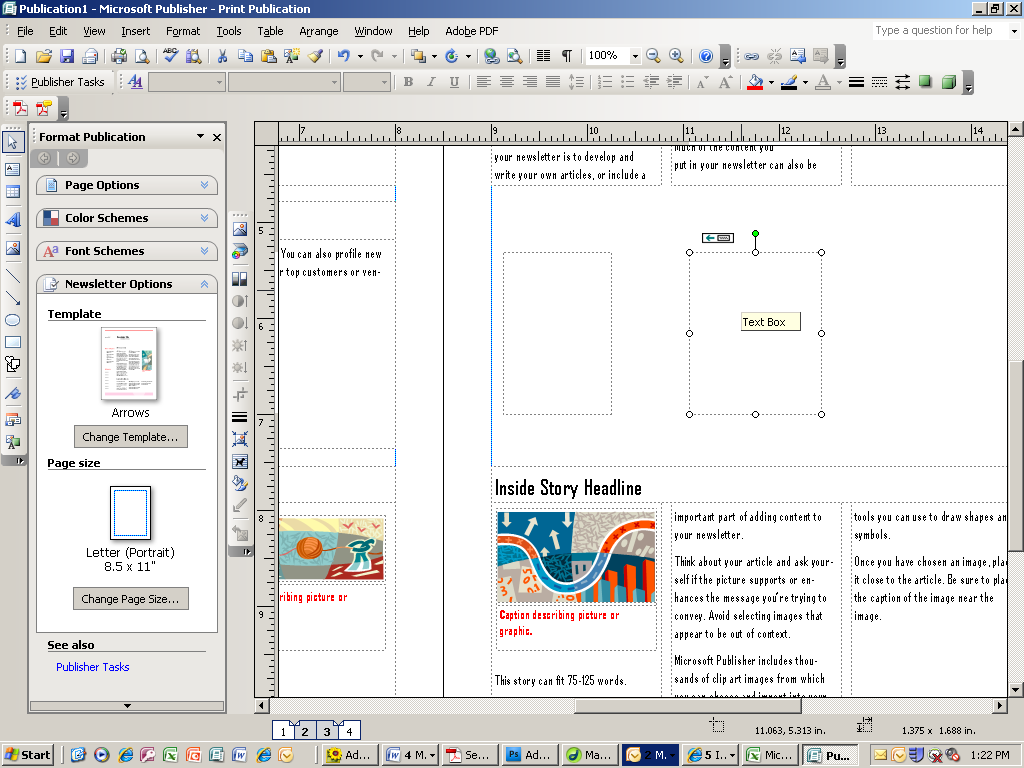
**Start with your Headline News Story**.

1. You will write **one headline news story** that will begin on **page one** and will continue onto the **second page**. Your summary will need to be long enough that it can extend to the second page.
2. Your **headline story** goes on the **first** page where it says **“Lead Story Headline”**. Be sure to change the word in the title on the **second page (Inside Story Headline**) with part of your own title. You will needa **catchy title for EACH of your articles** but the **headline story,** especially**,** needs a **catchy title** to entice the reader to read your whole newsletter.



**Connecting Text Boxes Manually**

* 1. If you paste or insert more text into a text box than it can hold, a message is displayed that asks if you want to use **Autoflow** If you choose **Yes**, Publisher will find an empty text box or create a new one to hold the extra text and will automatically connect this text box to the first text box.
  2.  To **Manually** connect text boxes, create your **first** text box by going to **Insert** in the **Menu** bar, click on **Text** **Box** and **draw your** text box on your newsletter.
  3. Create the **second** text box anywhere on **any page**.
  4. **Click** back to your **first text box** and **click** on the **chain link** icon. If you put your **mouse** on the **first text box**, you will see a **water pitcher**…this tells you which text box you are **linking** **FROM**.
  5. Put your **mouse** on the text box you want to link to and you will see a **water pitcher** **pouring** letters. **Click** and you now have **linked both boxes**.



* 1. You will see a **arrow that points** to another text box if you linked them correctly.
  2. If you want to **break the link**, go to the **broken link at the top** of the menu bar and click on it. Neither text box is linked now.
  3. On your **4th page**, you can **delete** the **text boxes that are there** and create your own text boxes. You also know how to **link** these text boxes. You will have **directions** for your 4th page later in this book.

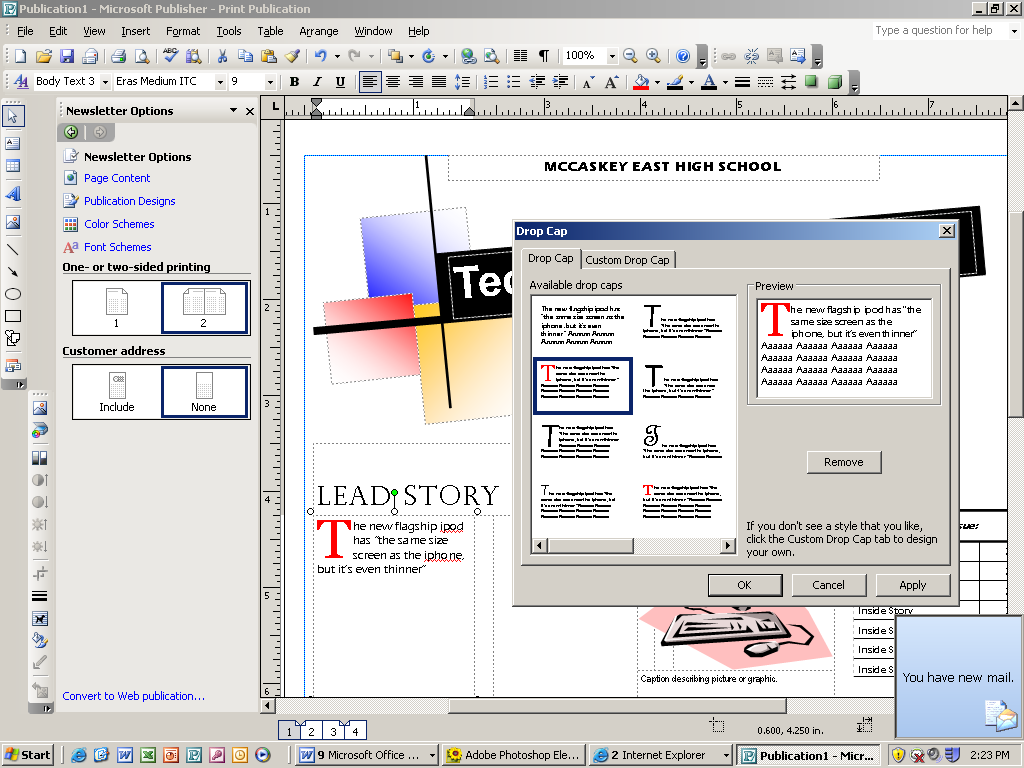
**You may: Type your story in Microsoft Word first**

* + 1. You can use **Microsoft Word** to type all your news stories.
    2. Create and save your **headline story** using **Word**.

1. In your **Newsletter**, click anywhere in the **text box** on the first page.
2. On the **Insert** menu, click **Text File**.
3. Select the **word processing file** with the story you want to insert.
4. Click **Insert**. Your story will appear in the text frame.

**Creating a Drop Letter**

A drop cap enlarges the first letter or letters of a paragraph and wraps text around it.

1. Make sure you have **not indented** your paragraph. Click **anywhere** in the **first paragraph** in your **first article** on the **first** page.
2. From the **Format** menu, choose **Drop Cap**.
3. From the **Drop Cap** menu, make a **selection** and click **apply** to see what it looks like in you newsletter. When you find the one you like, click **OK**.
4. You **may add drop letters** to other paragraphs, but your **headline story MUST have one**.

**Change the Graphics**

1. **Photos** in newsletters or newspapers usually have **captions**. You can change both the **picture and caption**.
2. Find a **picture** for your headline story….you may **save** the **picture** from the news article itself.
3. **Right-click** on the picture in your newsletter, choose **Change Picture** from the **drop down menu.**
4. **Choose** from the Internet or on your disk, **wherever you saved the new picture**.

**Change the Caption**

1. The **caption** is the **text underneath the picture**. You just changed the picture in your headline story.
2. You can **replace the caption text** by clicking **once** on it and replacing it with a new caption that describes your new picture.

**Bordering the Picture**

1. **Select** the **picture**….you can choose the new picture you just inserted.
2. The **Picture Toolbar** should appear. If it does not, click on **View** in the **Menu** bar, select **Toolbars**, then choose **Picture**.
3. Using the **Picture toolbar**, click on **Line/Border Style** button and choose a **border** **size** and **style**

**Other Articles in your Newsletter (pages 1-3)**

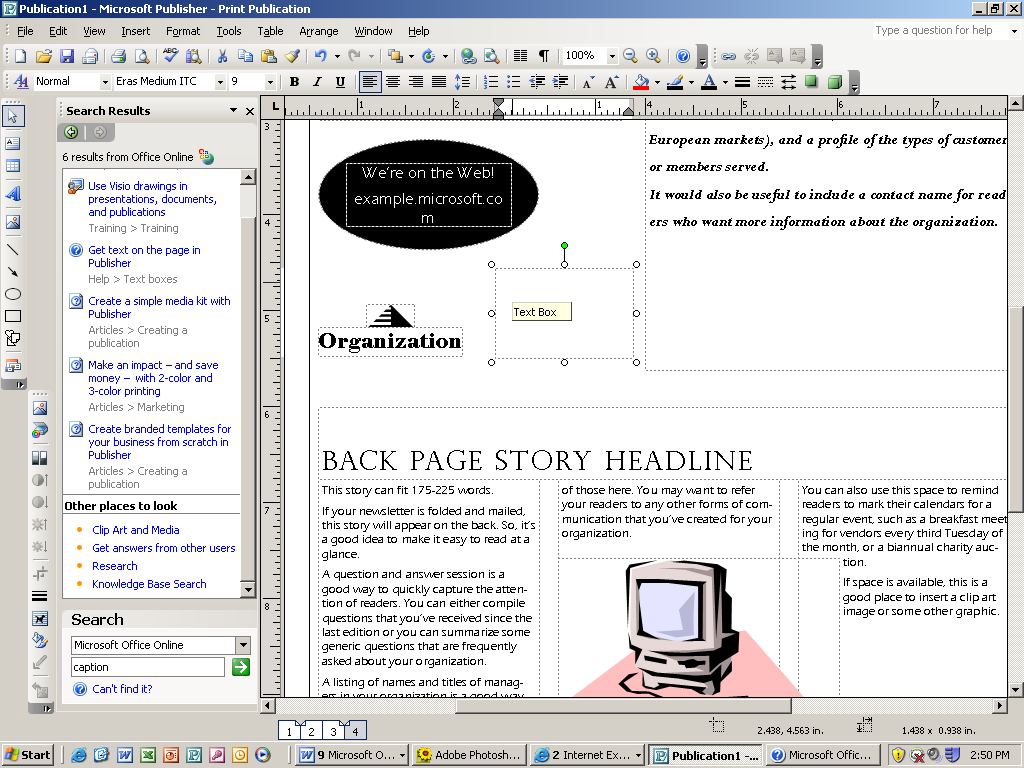
1. You have now **finished** your **main headline article. Now work on the**

**other 6 shorter articles. Summarize** your **articles**, then **type** your **summaries** into **Word** or **delete** the **text** in the text box and type in your **summary** **of the articles** in the **newsletter**.

1. To **replace** all the text in the **text box**, click **anywhere** to select all the text and press **Delete**. Now you can **add** your own text.

**Page 4 of your Newsletter**

**Write your Biography about a famous person**

1. Find a person who has made a **valuable contribution to the world of technology**. Try to be original and choose someone that you know nothing about. You don’t want your Newsletter to look like your neighbors!
2. Find a person who is of interest to you and write a **biography**. Save a **photo** of the **person** from the website for you to use in your newsletter. Remember to add a caption of the person.
3. The **biography** is to go on the last page of your newsletter. On the template it will replace the one currently titled **Back Page Story Headline**. You may choose a catchy title or just title it with the name of the individual.
4. If there is **no text box** where you want to add your **Biography**, click on **Insert** in the **Menu Bar** and choose **Text box**.
5. Draw a **text box** by using your **mouse** and **dragging from the top left** to the **bottom right corner**.
6. Now **type** **inside** of the box.
7. You may insert **2 text boxes** and **link** them

**Write your own ‘Autobiography’**

1. You are to write your own **Autobiography**- with **one major exception**!  
    Pretend it is **10-15 years in the future**. Who do you think you will have become? What will you have accomplished? Write your **article** as if you have **already** **accomplished your goals**! (Example: I am a graphic designer for the Donnelley Printing for the past 5 years. I went to Millersville University and majored in graphic design with an emphasis in Art. ….etc.)

**Table of Contents**

1. This is on the **page one**. You will need to **replace all** the words **Inside story** on the template. You should replace it with the **title of your articles**. **Adjust the page numbers** to coincide with the page number your story appears.

**Special Point of Interest**

1. On **page one** you will see a section titled **Special Points of Interest**. In this section, you are to find facts that are of interest to you and that you think might be of interest to others. It could be a **comic strip**, a **joke about a computer**, an **interesting fact**, etc. It’s up to you! **Be creative**! Just make sure it is **related to technology**!

**Use Design Principles**

1. Be **creative**, use **good coloring**, think about **white space**. Add any **photos** you copied while researching your articles.
2. Add **clip art** to fill in any spots. If needed add any **captions** to the photos or **delete any existing text**.
3. Add **text boxes with just color** if you need **pizzazz** in your newsletter. Overlap boxes or pictures to give add a good element of design.
4. Don’t forget to **name your newsletter with something catchy and technology related**.
5. You can **change the photo on any page**.
6. On page 4, **change the name of the school** to your own **company’s name and address** or use the **school’s address**:

**McCaskey East High School   
1051 East Lehigh Ave.  
Lancaster, PA 17602**

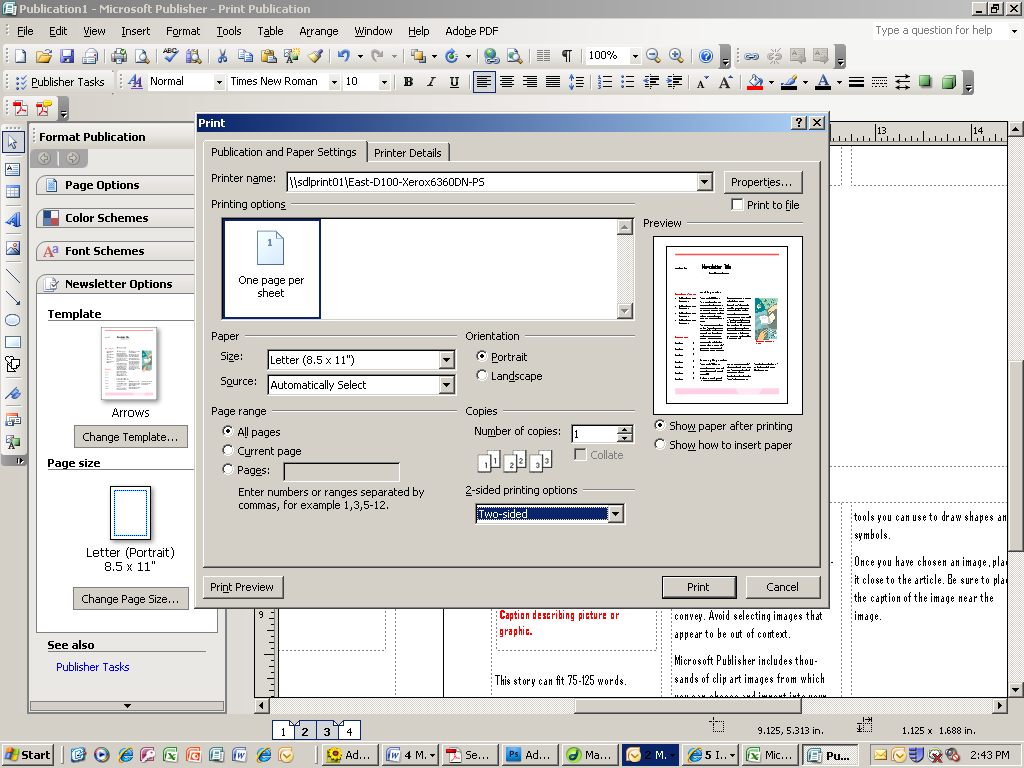
1. **Change any information** in the **template** that **does not apply to you** with your own information.

**Spell check and Print Preview.**

1. Under **Tools** on the **Menu bar**, select **Spelling and Grammar**.
2. **Print Preview** before printing your newsletter. Check to make sure the coloring looks good and you have read over each article.
3. Use the **directions** on the **next page** so you print your newsletter on **each side**.

**Printing your newsletter**

1. Go to **File** and select **Print**.

1.  At the **bottom** of the menu, there is a **2 Sided Printing Options menu**. Choose **Two-sided Print.**
2. Click **Print**.
3. This will print your newsletter on **both sides of the paper**.
4. Turn in **both your newsletter** and your **8** **summary sheets** or **8 articles highlighted**.

**Desktop Publishing/ Microsoft Publisher**

**Creating a Brochure**

**Filename: Brochure**

In this task, you will design a brochure. **The purpose of a brochure is to inform, educate, promote, or sell.** Brochures are usually printed on both sides of the page and can be folded in a number of different ways. The manner in which a brochure is folded determines the order in which the panels are set on the page.

The most common brochure fold is called a letter fold. It is also known as a **trifold or three-paned brochure.** Below is a diagram the layout of this brochure.

**Creating a Mock Up**

1. To avoid confusion about the page layout, create a **mock-up** or **sample** of your brochure. A **mock-up** is folded in the same manner as the actual brochure and is a visual guide to designing your brochure.

|  |  |  |
| --- | --- | --- |
| **Panel 1**  (inside cover) | **Panel 2**  (back) | **Panel 3**  (cover) |

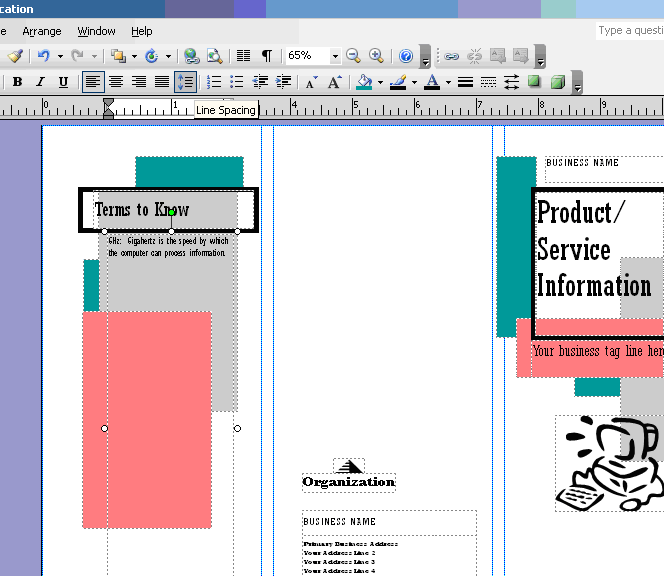
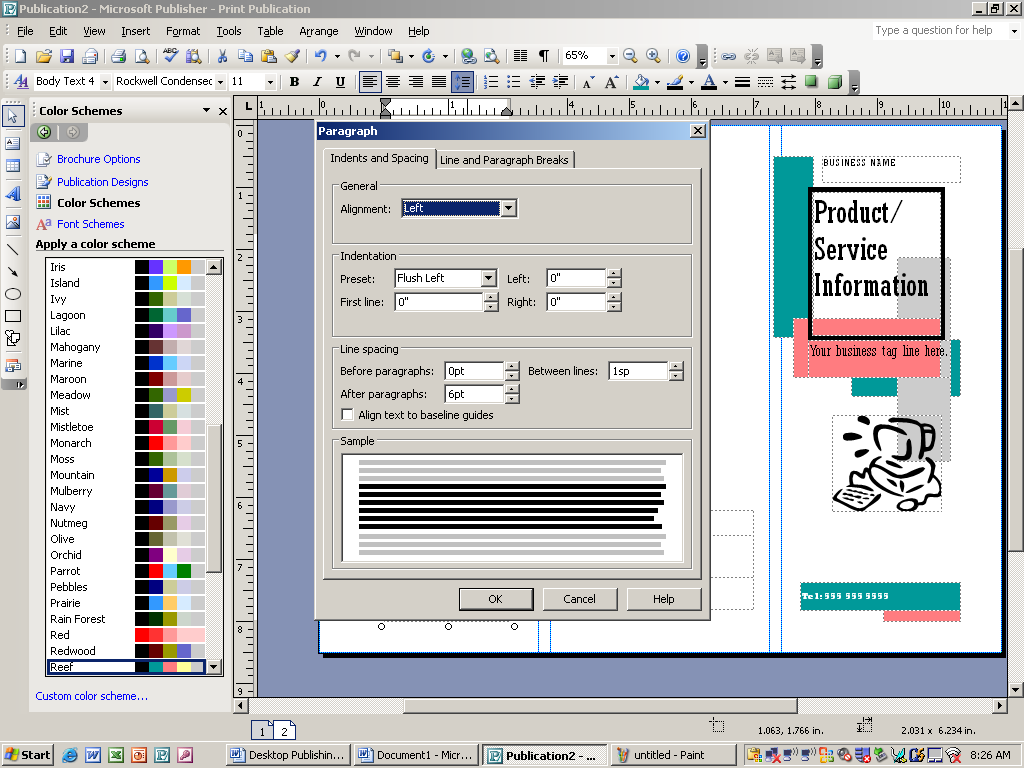
1. Use a **piece of printer paper**, divide into thirds when you fold it and number the paper just like my diagram above. You can even mark the same words on your paper so you know which the cover is and inside.
2. Now you can begin to **visualize** where the text and graphics will be placed.

**Beginning your Brochure**

|  |  |  |
| --- | --- | --- |
| **Panel 4**  (inside) | **Panel 5**  (inside) | **Panel 6**  (inside) |

1. Open **Microsoft Publisher**. You will get a **New Publication Task Pane**.
2. Scroll down until you find **Brochures**. Click on it, then click on **Classic designs**,   
   then **Blocks Informational,** than **Create**
3. Click on **Color Schemes**.  **Select** a Color scheme you like.
4. Save as **Brochure**.

**Creating the Inside Cover (Panel 1)**

1. Click on the **Text Box** containing **Back** **Panel Heading**.
2. **Highlight** the text and replace it with **Terms to Know**
3. Your title should be **size 22 font**.
4. Click on the **picture** of the **telephone** and **delete** it using the **delete key**.
5. Click on the **Text Box** below the heading…with no color. There are 3 text boxes and each one is separate.
6. Select **Edit** from the menu bar and click on **Select All**. Press **delete** to delete the text.
7. You will change the **line spacing** **BEFORE** you type so click on the line spacing icon in the format menu.
8. Change the line spacing **between lines to 1 sp**. (see illustration )
9. Click **OK**
10. Make sure you are **clicked inside the text box** under the title.
11. The **font size** should be **no larger than 10-12** and might need to be smaller to fit all the terms on the page.
12. Type the following **terms.** You might need to enlarge the **width of the text box** to fit all your terms in it.

**GHz:** Gigahertz is the speed by which the computer can process information. If your CPU (brain of the computer) is 2.4 GHz, it means that the CPU can compute 2,400 million basic operations per second.

**GB:** Gigabyte is a measure of computer data storage and is "roughly" a billion bytes. The prefix, "giga" comes from a Greek word meaning "giant."

**RAM**: Random Access Memory is your computer’s workspace. It is the place where the operating system loads applications or data files before you can work with them. Then you turn off your computer, RAM is emptied. It is usually measured in GBs. The more RAM, the faster your computer will process information.

**Operating system**: Software that starts your computer and controls all of your programs. Example is Windows XP or Vista.

**CD-RW**: Drive that reads CDs but also can write to CDs, allowing you to make copies of your CDs.

**DVD-RW**: Drive that plays DVD movies and CDs. It can also write to DVDs, allowing you to make copies of your movies.

**Hard Disk Drive**: Computer’s permanent storage space and is measured in GBs. You store your software here and can save your files instead of using a flashdrive.

**Processor:** The brain of the computer that processes the basic instructions that drive a computer. The term processor has replaced the term (CPU) and is often called a microprocessor.

----------------------------------------------------------------------------------------------------------------

1. You are finished with this panel. Make sure you **spell check** and arrange your terms so it fits nicely on the panel.
2. Click inside the **next panel**…the **back panel** or **panel 2**.

**The Back (Panel 2)**

1. Click inside the **Business** **Name Text Box** and type **your name** in

**size 14 font**, and your **choice of font**. Continue using this font style and

size for the other text boxes on this back panel.

1. Click on the **Address Text box** and type: **1051 Lehigh Ave.**

**Lancaster, PA 17602**

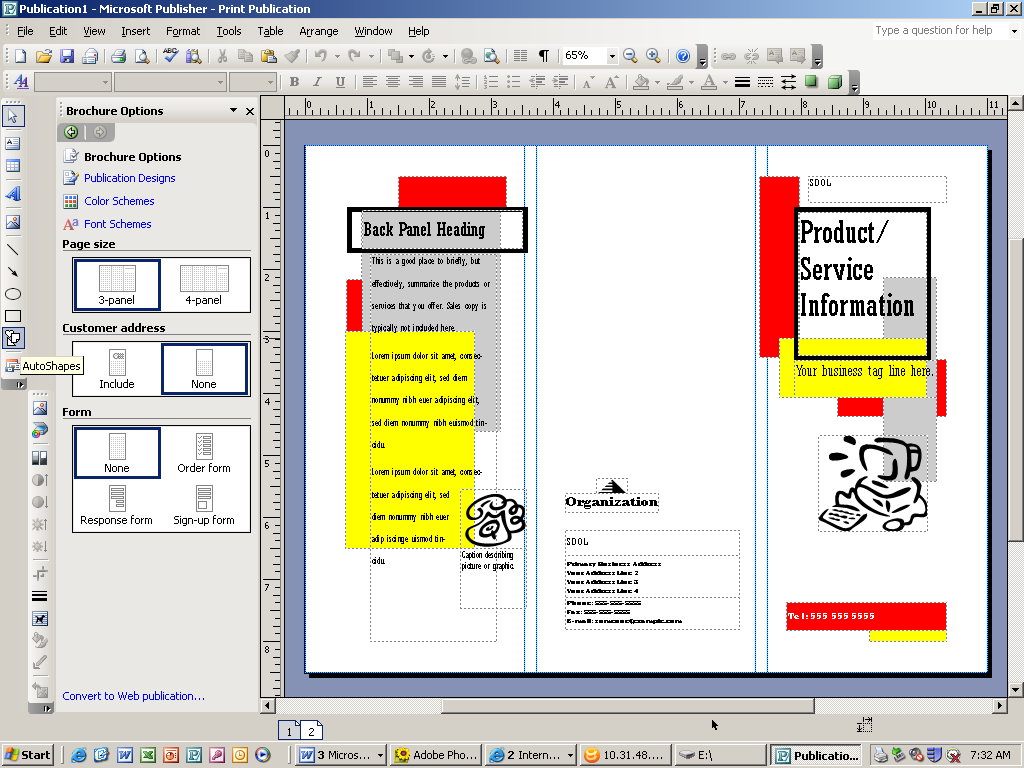
1. Click on the **Phone Text box** and type: **Phone:717-396-6810**

**Email: Type your own**

1. **Move** the three text boxes so they are in the **center of panel 2.** You can **center the text** **inside** each text box by clicking on the text box and selecting the **center icon**.
2. **Delete** the organization box and insert a **graphic** that applies to this

brochure (**something dealing with technology**). Look at the “white space” around the graphic, including the size of the graphic…remembering **design**.

1. Add an **AutoShape** with color and add a **quote** about a computer inside the shape. Look on the **left** side of your desktop and you will find the **AutoShapes** icon. **Click** on that and **choose** any **shape**. **Draw** that shape somewhere above or below your name.



1. Go to the **Internet** and load **Google**. Type in **computer quote** and choose one of the sites to find a good quote. Make sure you put the **author** of the quote if it is available.
2. **Add any color** using text boxes; go to **Insert** in the menu bar and select **Text Box**. **Draw the size box** you want and fill in with **color** using the **paint bucket**.
3. You are finished with the back panel…panel 2.

**Creating the Cover page (Panel 3)**

1. Click on the **Text box** containing the words—Your business tag line here. Press the delete key to remove this text box.
2. Click in the Text Box containing **Product/Service information** and highlight the text.
3. Type the title **Buying the Perfect PC** (The title should be placed on the top 1/3 of the paper.) It should be typed on **two lines, entering** after **the second word in the title**
4. Highlight the title and change the font to Algerian.
5. Change the **size to 36**, **boldfaces**, and **center the title.**
6. Delete the graphic and place a **graphic of a computer. Make sure there is** enough white space between the title and graphics.
7. Type the following paragraph, placing it under the graphics: (Be sure to change the **font to Times New Roman, size 12**, and **left justification** before typing). Make sure you tab before you type your paragraph.

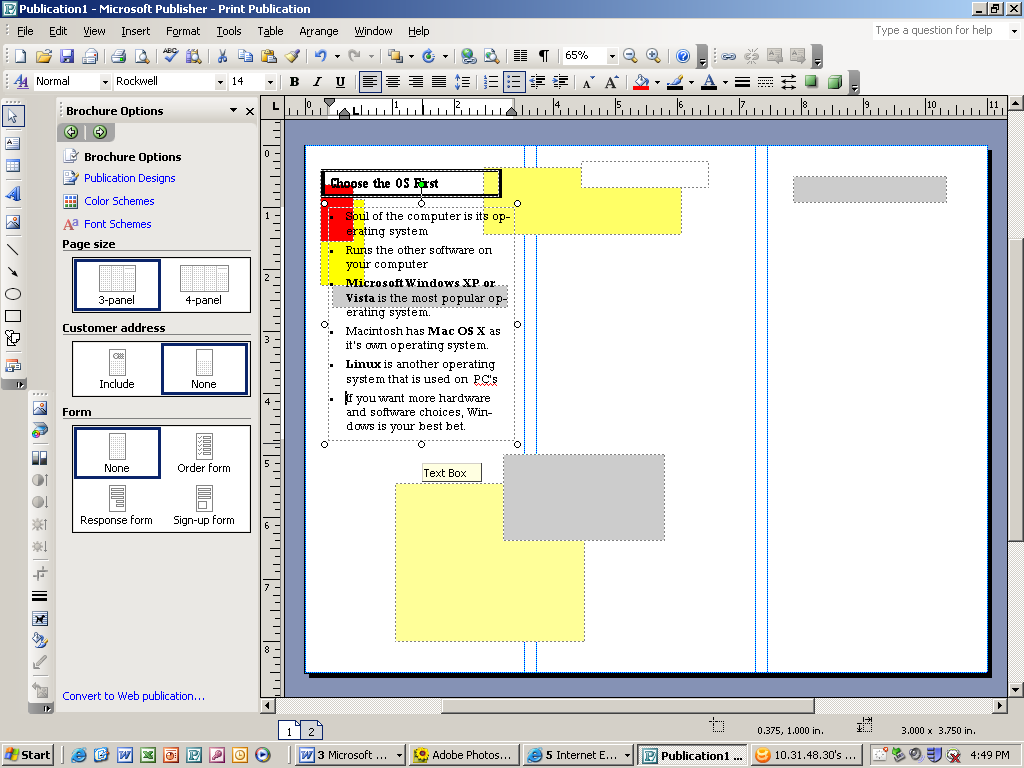
**The perfect computer means different things to different people. Finding the computer that has the right mix of features and price starts with knowing what you want to do with your system. Follow our suggestions to scope out the perfect computer for you.**

1. Notice that there is a **text box** above your **title** and it has **your name** in it. If you try to **delete** your name, it **returns** because it is **connected** to the text box in the back panel where you typed your name. Just **delete** that text box.
2. Now **insert** another **text box** where this one was and put **color** in it so you have the box back but without your name.
3. You are finished with the **panels 1-3.** Click on **page** **2** at the bottom of your screen.

**Creating the Inside of the brochure**

**All three columns (Panel 4-6)**

1. **Delete** all the **text boxes** and **graphics**. You may change the **text boxes** with **color** when you are finished typing your text. Type all the text boxes first, and then decide how to place them on the panels to have equal spacing between them.
2. Insert a **Text Box** and type the following subtitle…**Choose the OS first**
3. Change the **size font to 16** and make the **text box smaller**
4. **Move** the **text box** with the subtitle to the **top of the panel**
5. Insert another **Text Box** for the information about the operating system.
6. Change the **size** of your font to **size 14**. Choose **Arial** as the **style of your font.**
7. Type the following information, but before you do, click on **Format**, and choose **Bullets and Numbering**. Select a **bullet** of your choice.
8. When you are finished typing the information, change the size of your text box so it ends at the last piece of information.

 Look at my **example**

* + Soul of the computer is its operating system
  + Runs the other software on your computer
  + **Microsoft Windows XP or Vista** is the most popular operating system.
  + Macintosh has **Mac OS X** as its own operating system.
  + **Linux** is another operating system that is used on PC’s
  + If you want more hardware and software choices, Windows is your best bet.

1. For each new subtitle, insert **another text box** and type the **subtitle** in font size 16 and bold. Type the next subtitle….**Choose the CPU (speed and processor)**
2. For each **new section of information** under the subtitle, **insert** another **text box**. Type the following information, but before you do, click on **Format**, and choose **Bullets and Numbering**. Select a **bullet** of your choice.

* This is the brain of your computer
* When choosing between Intel and AMD, Intel is faster and more efficient. Also has longer battery life for a laptop
* Choose a Core 2 Duo for speed
* Minimum speed for your CPU would be 2 GHz (which is more than fast enough to run the applications you need.
* If you play 3-D games with lots of 3-D graphics, than you would want at least 4 GHz processor
* If you choose an AMD, then go with the top-of-the-line Phenom X4 or Turion 64X2 in a laptop
* When shopping for a laptop search for a Centrino 2 sticker, which ensures you've bought the right chip

1. Type the next subtitle……..**How much Memory**?
2. Type the following information. Select a **bullet**.

* This impacts the speed of your computer
* It is really important to buy a computer that has at least 2 GB’s of RAM
* To be on the safe side, especially if you have Vista, buy a computer with 4 GB’s
* You can add RAM chips after you buy your computer, but they are expensive

1. Type the next subtitle……**Permanent storage**
2. Now type the **facts under the header**. Select a **Bullet**

* Stored on a hard disk in your machine
* Minimum of 6GB (Gigabytes)
* If you plan to store digital photo and videos, aim for 30Gb

1. Type the next subtitle…..**Wireless Connection**
2. Type the following facts, again using bullets.

* This is an extra, but well worth it
* 802.11g is standard for desktop
* Make sure your laptop has “n” installed because it streams faster
* WiFi capability if important for a laptop
* Bluetooth will allow you to use a headset with your PC for placing voice calls using Skype, Google Talk, or Gizmo

1. Type the next subtitle: **What size Monitor?**
2. Type the following facts, again using bullets.

* 17 “ is a standard size, but 19” is becoming more popular
* A good quality should have a resolution of at least 1440x900 and higher on larger monitors
* The response time should be of 8ms.
* If you are doing gaming, you want a monitor with quicker response time of 5 ms or less
* New flat screen monitors produce clearer images than the older style monitors with curved picture tubes

1. Type the next subtitle…. **Optical drives?**
2. Type the following facts, again using bullets. Change the **bullets** to numbers by   
    selecting **Bullets and Numbering** from the **Format** menu and choosing **Numbered**.

**There are 3 types of Optical drives.**

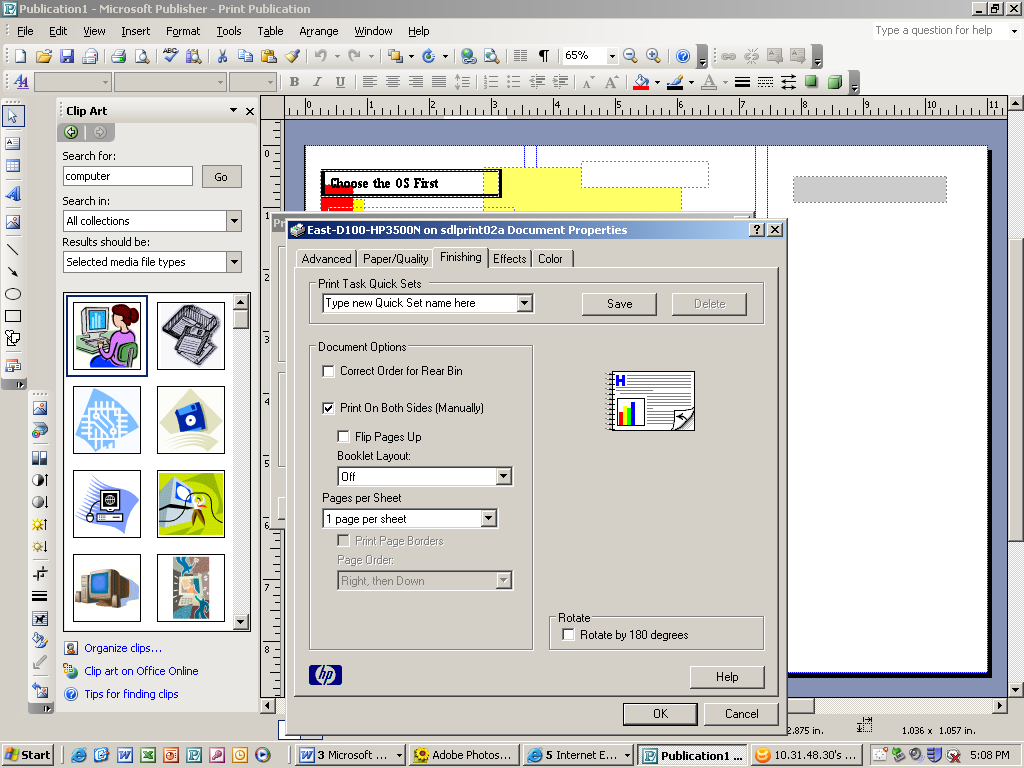
1. **CD-RW** which allows you to make or “rip and burn” your own CD’s (look for a minimum recording speed of 4X)
2. **DVD +/-** writer which allows you to watch DVD’s
3. **Blu-ray disc** allows you to watch HD movies
4. Type the next subtitle…..**Ports**
5. Type the following information, using bullets.

* Make sure your computer has at least 2 USB ports, but the more the merrier
* If you plan on watching HD movies on your monitor, consider getting a computer with an HDMI output for a standard Hi-Def connection

1. Type the last subtitle…..**Graphics card**
2. Type the following information, using bullets.
   * + Many cheaper computers use “integrated” graphics which means they are built into the system and borrow RAM to operate
     + This is good enough for everyday tasks
     + For gaming, look for “discrete” graphics
       - In a laptop, look for ATI HD 3xxx or Nvidia GeForce 9xxx with at least 128 MB’s of memory
       - In a desktop, look for ATI Hd 4800 or GeForce 280 with at least 512 MB’s of memory

**Making your inside brochure more attractive**

1. The **blue dotted lines** that run **vertically** in your brochure are where your brochure **folds**. **Do not** have any **text boxes** full of **text** in-between those dotted lines. You can have graphics that are in-between those lines if you desire.
2. You may **highlight** each **subtitle** and **change the color** from **black** to another **color**……top menu, click on the large **A** and choose a color
3. Each **subtitle** should be a **larger font size** than the rest of the text. I suggested **size 14**.
4. Now **add at least 3 clipart.**  The clipart will need to be shrunk so each one fits on the brochure at an appropriate place. The text should wrap around the clipart.
5. **Spell check** your document.
6. **Add** or **change** the **Text boxes with color** so your brochure is **attractive** and has **some** color. The color should **not interfere** with your **information**. **Do Not add** color behind every text box….**this wastes ink**.
7. **Print Preview your brochure before you print.**
8. When you **Print your brochure, change the properties setting** by selecting **Properties** in the Print menuand choose **Print on Both Sides Manually**



1. You will need to go to the printer and ask your teacher for help in printing your brochure on the other side.
2. You should have a brochure that can be

folded into thirds.

**Desktop Publishing/ Microsoft Publisher**

**Creating a Postcard**

**Filename: Postcard**

In this task, you will create a postcard to thank someone for something. This card could be used to thank someone that gave you something for a holiday or your birthday, but it could also be a thank you to someone that has done something for you. Be creative, but thank someone!

**Beginning your Postcard**

1. Open **Microsoft Publisher**. You will get a **New Publication Task Pane**.
2. Scroll down until you find **Postcards**. Click on it and **if** a Personal Information page pops up, click **Cancel**.
3. Click on one of the designs that you would like to use…you could use the thank you scheme.
4. Click on **Color Schemes**. **Select** a Color scheme you like.
5. Save as **Postcard**.
6. On the **front side** of your postcard, you want to create your card with a typed **thank you** to the person. You could also create a thank you that would be sent to many people. (ex.: for a birthday party)
7. You also want to include graphics or a photo. Be creative on the front, and make sure you think about color, white space, and design.

**Back of your card**

1. Design a stamp.
2. Return address: type your name and address at the top left.
3. Place the **person’s address** that you want to send the card to. If you use this for several people, do not place an address because you can print 4 cards at the same time.
4. If you are going to hand it to the person, be creative in the address.
5. Add some **color** to the back, if you want to. Make sure you do not add color to the address or return address…that needs to be as clear as possible.
6. If you decide to send this card after you print it, just put a stamp overtop of your designed stamp.
7. You can either print **one** or a **set of four** if you decide to give it to several people.
8. To print, select **File**, then **Print preview** first. If you want 4 to a sheet, select **Change Copies per Sheet** in the top Menu. Select **Multiple copies per Sheet** and see how it looks on the page. Then **print**.

**Desktop Publishing/ Microsoft Publisher**

**Creating a Program**

**Filename: Program**

In this task, you will create a program for the McCaskey Sports Banquet held at Willow Valley Resort Center. You will use Microsoft Publisher to create this program, which will be four pages.

**Beginning your Program**

1. Open **Microsoft Publisher**. You will get a **New Publication Task Pane**.
2. Scroll down until you find **Programs**. Click on it, and then click on **Music Program**). **If** a Personal Information page pops up, click **Cancel**.
3. Click on **Color Schemes**. **Select** a Color scheme you like.
4. Save as **Program**.

**Cover Page**

1. Click on the **Classlink School District** and change it to **JP McCaskey High School.**
2. Click on the **Program title** and change it to 14th **Annual Sports Banquet.**
3. Change the **date** to a **date in May** of this year. Include the day before the date.
4. Change the **time** to an **appropriate time** …preferably in the evening
5. Change the **graphic** to an **appropriate graphic**. You can get something off the Internet or choose a clipart. Make sure to add some color, remembering our rules about white space and design.
6. You are finished with the cover.

**Inside Left Page**

1. Click on the graphic which is a clipart that looks like a watermark.
2. Change the graphic to an appropriate graphic that relates to sports. Choose a clipart from Publisher and you will see that the coloring stays the same light watermark appearance.
3. Delete the word **Title** and type the words **Program**
4. Underneath the word **Program, delete** the words in the **first and second text boxes.**
5. Type **6:00 Welcoming and convocation** in the first text box
6. Type **6:30 Dinner** in the second text box

1. Scientific name of the field cricket (genus and species)\_\_\_\_\_\_\_\_\_
2. Geographic range (where the cricket can be found on the earth)\_\_\_\_\_\_\_\_\_
3. Habitat and feeding habits\_\_\_\_\_\_\_\_
4. Stages of development (life cycle)\_\_\_\_\_\_\_\_\_\_\_
5. General physical description (color, size, etc.)\_\_\_\_\_\_\_\_\_\_
6. Miscellaneous interesting facts (crickets in folklore, cultures, etc.)\_\_\_\_\_\_\_\_-
7. Include a drawing must include the following structures clearly labeled.\_\_\_\_\_\_

The drawing must include the following structures clearly labeled;

* 1. Head, thorax, and abdomen body sections\_\_\_\_\_\_
  2. Antennae\_\_\_\_\_\_
  3. Compound eye\_\_\_\_\_\_\_\_
  4. Spiracles\_\_\_\_\_\_\_\_
  5. Typanum\_\_\_\_\_\_\_\_\_\_
  6. Cerci\_\_\_\_\_\_
  7. Ovipositor\_\_\_\_\_\_

**Computer Criteria** (this will be the mechanics of the pamphlet)

1. Margins will be left and right at 0.55 and top and bottom at 0.50.
2. Paper size should be Landscape
3. Column widths are three and equal columns width.
4. Cover page must include:

* Title
* Clipart
* A short paragraph explaining about the pamphlet

1. Back page must include:

* 1 clipart (minimum)
* Use of an AutoShape filled in with a color
* Your first and last name inside AutoShape
* A phrase about crickets

1. Inside cover: / Inside

* Headers for background information…….

Must be in an AutoShape

* At least 4 graphics include
* Font size 10 pt. or less
* Bullets must be used in your info.
* Bullets must be changed

1. Extras

* Must use WordArt at least 2 times
* Must use tab settings with a dot leader for at least 1 list
* Border must be used for paragraph
* Spelling and grammar must be checked